

User's Manual

# **StarOffice 3.1**

**for Windows 3.x, Windows NT, Windows 95 and OS/2**

**Star Division GmbH**

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# Beginning

Welcome to StarOffice!

StarOffice is a state-of-the-art software package for the standard functions of Office communication. The decisive advantage of this package is the perfect tuning of the individual modules with one another.

StarOffice offers a uniform basis for starting the program, working with the applications and switching comfortably between them. Also, documents can be managed independently of the folder in which they are stored and regardless of the application with which they were created. This is the reason why StarOffice is more than the mere sum of its parts. It's a perfectly coordinated system of applications designed to mutually enhance the user's efficiency. As soon as you have become familiar with using one of the programs you'll find it very easy to use the other components as well.

This manual gives you an introduction into the diverse functions of StarOffice, and the many possibilities open to you. The manual is expressly designed to acquaint you with all components of the software so that you can use the most important functions as soon as possible.

This manual addresses the user who is already familiar with the basic functions of a personal computer. This includes basic functions like switching the computer on and off, as well as the basic operating system functions such as starting and closing an application or opening and closing documents.

The reader should be acquainted with the topic as such. Expressions such as mouseclick, double-click, menubar, folder or directory and file should also be familiar terms. It may prove very helpful if you already have a certain amount of experience with simple programs like a text-editor or a drawing program.

Provided you have this basic knowledge, this manual enables you to quickly create professional documents with the word processor, the spreadsheet and the graphics/presentation program included in StarOffice.

But even for the experienced user, this book contains many useful "tips & tricks" to help you squeeze even more efficiency out of this power tool. We, certainly, wish you a lot of fun and success working with StarOffice.

Your Star Division Team

## Platform-specific differences

In this manual we specifically describe the Windows 95 version of StarOffice. However, you won't have any problems using this manual as an introduction into the Windows 3.x, Windows NT or OS/2 version of StarOffice as well.

StarOffice was developed as a cross-platform product. Consequently, on all platforms the functionality of the software is at your command in nearly identical form. So, do not hesitate to run StarOffice on your favorite platform (provided it is offered on the enclosed CD) even though the descriptions and screenshots in this manual have been designed for the Windows 95 version. It won't take you long to find out that the slight differences present with regard to the operating system are actually of no significance for the use of this manual.

Thanks to our cross-platform technology, an easy exchange of documents among the different platforms is made possible. It is especially those companies which work with different operating systems that will most appreciate the advantages of our cross-platform technology. On another level, the exchange of documents with friends and acquaintances is now much easier as well, since the operating system is no longer a hindrance to the exchange of documents.

## How to use this manual

This manual uses some specific accentuations in the text and certain graphic elements to facilitate reading for you. For example, we use various ways of formatting elements of the graphical user interface. Also, we use certain recurring icons placed in the margin of the page to facilitate the overall orientation in the manual. To avoid misunderstandings we would like to explain the different graphical accentuations:

### Icons in the page margin



Whenever you are instructed to click an icon in the icon bar of the screen, you will find this icon placed on the left side of the text in this guide. For example, a step-by-step explanation of a task is accompanied by the respective icon in the left margin, and you at once know which icon in the icon bar you have to click in order to complete your task. The icon shown on this page, for example, is used to open a file. So, when you are requested to „Click on the respective icon“, this means to click the icon button in the toolbar responsible for the opening of a file.

### The menu bar

The menu bar - as in all programs - is found just below the title bar of the window. The menu bar contains several pull-down menus, of which only the title of the menu is visible. Concealed behind each menu title are additional menu options that become visible when you open the pull-down menu. You open a pull-down menu by positioning the mouse pointer on the title and clicking the left mouse button. In this manual every pull-down menu is set in „SMALL CAPS“, - for example, „Choose the menu command `FILE OPEN` from the menu `FILE`“ or: „Open the file „xxx“ by „`FILE OPEN`“. In this case you move the mouse pointer onto the menu title `FILE`, click the left mouse button and select the command `OPEN` in the pull-down menu that is now displayed.



## Dialog boxes

In dialog boxes you find push buttons and other operating elements such as list boxes, option fields, combination fields or check boxes. In the description of these elements, the names of the respective push buttons are marked by placing them in square brackets and setting in SMALL CAPS, e.g. [OK] or [CANCEL] . Other elements of dialog boxes are set in SMALL CAPS as well, but without square brackets.

## Using the mouse

Whenever you see the expressions „click the mouse button“, „double-click the mouse button“ or „keep the mouse button pressed“ in the text, we are referring to the left mouse button. Yet, there are numerous situations in which StarOffice also supports the right mouse button, e.g. when opening so-called context menus. In these cases, we expressly point out to you that the right mouse button has to be clicked. Thus, the instruction to „mouse-click [OK]“ requests you to move the mouse pointer to the push button [OK] and then click the left mouse button.

## Using the keyboard

In referring to keyboard entries, this guide differentiates between text which you can copy in order to create an example document, and key combinations that can be used to trigger a certain command. Text which you may copy for your example documents is shaded gray or is set in quotation marks. Key combinations which are used to trigger a command are set in bold capital letters in this manual.

Example: You may quit an application by pressing the keys **ALT-F4**.

This means to hold down the the **ALT**-key and press the **F4** key in addition. Then release both keys to complete the action.

## Conclusion

This short description should enable you to understand this manual and to carry out the necessary tasks. Prior to using the program you first have to install it from the CD. For more information on the installation see the next chapter. After that we will explain the actual operation and the various functions of StarOffice in greater detail.

# Installation

The installation is the first task you have to complete. Naturally, there are differences specific to each operating system. Therefore, this chapter makes an exception in providing a detailed description which refers to individual differences in the installation process of specific operating systems. This ensures that the installation on all operating systems will be carried out successfully, so that you can then accompany us on our guided tour through the world of StarOffice.

Before starting the installation program please read the following chapter to determine whether your computer is suitable for working with StarOffice.

## Installation Requirements

In order to install StarOffice, several conditions must be fulfilled. To verify this, please check the following list. If all the listed conditions are fulfilled, you can start the installation without hesitation.

- ☐ Your computer must be equipped with a certain minimum of main memory and fixed disk storage. In order to use StarOffice applications, the following configuration is required (see table). The table lists the „minimum requirement“ and the „ideal requirement“. The ideal requirement is recommended when you intend to run more than one StarOffice program at the same time.
- ☐ If your system has more than one disk drive (drive C:, D:, etc.) and you intend to install StarOffice on a disk drive different from the drive on which you have installed the operating system, you need ca. 4 MB of hard disk capacity on the system drive and ca. 60 MB on the destination drive. The exact requirements of hard disk memory will be displayed while the program is being installed.

<i>Operating system</i>	<i>Minimal main memory</i>	<i>Ideal main memory</i>
Windows 3.1	4	8
Windows 95	8	16
Windows NT	16	24
OS/2	8	16

## The installation

If you pay attention to the following instructions you shouldn't have any problems with the installation. If problems do occur you will find important hints as to how to solve these problems in the chapter „Error Search“.

## Starting the installation program and Windows operating system

In order to start the installation program under Windows 3.x, Windows 95 or Windows-NT please proceed as follows:

- ☐ Insert the CD into the CD-ROM drive.
- ☐ Under Windows 3.1 and Windows NT you first open the program manager, and from the menu FILE, select the menu command RUN... .
- ☐ Under Windows 95 click the push button START in the task menu and select the menu command RUN... .
- ☐ In the following dialog under Windows 3.1 and Windows NT you now enter X:\ENGLISH\PROD\_WIN\SETUP.EXE, and then mouseclick [OK]. „X“ represents the drive letter of your CD-ROM and must be replaced by the actual letter.
- ☐ To install the Windows 95 version, please enter X:\ENGLISH\PROD\_W95\SETUP.EXE in the dialog and then mouseclick [OK]. „X“ represents the drive letter of your CD-ROM and must be replaced by the actual letter.
- ☐ The installation program will now be started and initialized. Please confirm the first question of the installation routine with [CONTINUE].

## Starting the installation program under OS/2

In order to start the installation program under OS/2 please proceed as follows:

- ☐ Insert the CD into the CD-ROM drive.
- ☐ Open the CD-ROM drive object and start the setup-program SETUP.EXE in the directory X:\ENGLISH\PROD\_OS/2\SETUP.EXE (X representing the drive letter of your CD-ROM) by double-clicking the symbol.
- ☐ The installation program will now be started and initialized. Please confirm the first question of the installation routine with [CONTINUE].

After having started the installation program, you will see a dialog that informs you about the loading procedure for the installation program. The dialog immediately following reads the so-called script file. The script file instructs the installation program what to do. Finally, the main dialog of the installation program will appear.

## After having started the installation program

You may cancel the installation procedure at any time by clicking the push button at the bottom right margin of your screen. Alternatively, you can cancel the installation by pushing the function key **F3**. Be aware, however, that the program can't be run if you have cancelled the installation before completion.

In the installation dialog that you now see on the screen you can specify the destination drive and the destination directory for the program files.

- ☐ A list with the hard disk drives available for installation appears in the combination box **DRIVES**. The installation program automatically suggests the first drive with sufficient memory space. In general, you may follow this suggestion. If you prefer another destination drive, please select the the hard disk drive of your choice from the combination box.

Note: The installation requires free memory space on the drive where you install the application, as well as on the system drive where the operating system is installed.

- ☐ In **DIRECTORY** , enter the name of the directory where you want the files to be written. To make things easier, simply leave the directory name suggested by the program.
- ☐ Finally, confirm your settings by clicking the push button [**INSTALL**].

The installation program will inform you if the available memory space on your hard disk is not sufficient. In this case you should choose another drive with sufficient memory. Alternatively, determine what you can do to make the necessary memory available on the respective hard disk.

Only after the availability of the memory on your hard disk and the system drive has been checked, can the installation procedure begin. During the installation a progress bar display informs you about the status of the installation.

After all files have been completely installed on your computer you will be given the opportunity to enter your personal data in a dialog. Do use this opportunity; it will save you a lot of time later on in the course of your work, as it allows you to quickly and comfortably create document templates already filled with your address data.

Within the dialog you move among the input fields with **TAB** or **SHIFT-TAB**, resp. Confirm the dialog with [**OK**] after having filled in all the necessary information.

Finally, the installation program opens one last dialog where you will find all the information about your product which was not yet available at the time this manual was printed.

Tip: Read the information contained in this file carefully. You can save yourself a lot of unnecessary trouble, since here you are informed about possible difficulties that may occur while using the program.

After having confirmed this dialog the installation is completed. The installation program has made several changes in the working environment of your system.

- Under Windows 95 the installation program has installed a new entry StarOffice 3.1 in the START-Menu under PROGRAMS. In the submenu concealed behind this entry you will find all the installed StarOffice programs. You can now start these programs by clicking on the respective entry.
- Under Windows 3.x/NT 3.5 you find yourself back in the Windows program manager after the installation. The installation program has installed a new program group named StarOffice 3.1, which contains icons of the individual components. You can start the applications by simply double-clicking the respective icon.
- Under OS/2 a new directory containing the objects of your StarOffice programs has been installed on the desktop. After opening this folder you can start the applications by double-clicking them.

**Note:** After completion of the installation under OS/2, you are required to start the system anew. The installation program carries out this task when you confirm the last dialog.

## Error Search

We hope very much that you never run into a situation that makes reading of this chapter necessary. Nevertheless, in case you do have problems with the installation of StarOffice programs we would like to discuss the most frequently occurring errors.

### Program failure in the installation

If the installation program is discontinued with an error message directly after the start, this is in all probability caused by the use of a resident virus scanner.

The installation program must change the length of files ending with EXE while unpacking them. This process is technically unavoidable. However, since many resident virus scanners prevent just this, the SETUP.EXE program that is unpacked first cannot be correctly installed. So, when this program is called up it causes a program failure.

Deactivate the virus scanner by deleting it from the AUTOEXEC.BAT file, CONFIG.SYS file or in the Bios-Setup, depending on the operating system you use. Then completely restart your computer.

After the installation, you can reactivate the virus scanner.

## Not enough memory for the installation

When the installation program is called up, it may occur that the system suddenly returns to the Windows program manager. Alternatively, it may occur that Windows cancels the program with the message that there is not enough memory available for the execution of the program.

Since there are generally several possible causes for this failure, please check the following tips:

- ☐ The installation program itself requires ca. 500 KB of memory. Every capable system should provide at least that much memory.
- ☐ The initializing routine copies several files into the TEMP folder of your hard disk. These files contain the actual installation program and must be transferred to the hard disk. Make sure you have at least 3 MB of free memory space on the drive. Otherwise, shift the TEMP folder to another drive with sufficient free memory space.

## Failure reading the CD

Of course we regularly check the quality of our CDs. Unfortunately, even with such a modern data carrier, we can't guarantee the readability of the CD. Before you send back your CD or get in touch with us, you should check the following possibilities.

- ☐ Insert a new directory INSTALL (or similar) on your hard drive. Then copy all files of the setup directories into this INSTALL directory, using the commands XCOPY or COPY.

As long as no mistake has been reported during the copying procedure, you can simply start the installation as described above. Enter either  
C:\INSTALL\SETUP.EXE or D:\INSTALL\SETUP.EXE. as a drive specification

- ☐ In any case, check also whether you can read other computer CD's. It could be that your driver has a malfunction or you may have changed the settings by mistake so that you run into problems with your CD driver.

## Exchanging defective CD's

Please make sure you follow the instructions described below! Only then can we help you.

Send us the CD and the filled-in original registration card. The letter must be prepaid in advance, otherwise the letter will be returned to you. Since the CD and the registration card are important and valuable objects, you are well advised to send them by registered letter.

Do not return the complete software package to us, as this will result in longer processing times and unnecessary costs for both parties. As soon the CD is received, we will exchange it for another one and mail it to you. StarDivision will cover the return postage costs (as long as you haven't returned the complete package).

Please attach a short note, stating the reasons why you are returning the CD. We will then be able to specifically examine the CD. In case you are not quite sure whether the CD is actually deficient, please talk to our hotline first.

## Technical Support

If the above mentioned solutions do not lead to a correct installation, please call our Software Support Center.

**Important:** Never return the complete software package. This only causes unnecessary costs and delays.

## Deinstallation

When, after having installed StarOffice on your computer, you want to remove it for whatever reason (e.g. because you want to sell your computer, etc.) you simply start the setup program in your StarOffice 3.1 directory.

When you start the installation program, it recognizes the existing installation and after the WELCOME dialog, shows the following dialog for deinstallation:

Select the push button [DEINSTALLATION]. After confirming the warning message with [Yes], all program components will be deleted from your hard disk.

**Note:** The installation directory remains on the hard disk and together with it all files that you have created in the course of your work. Should you want to remove these, as well, you have to delete these files manually with the respective system programs.

A deinstallation not only deletes the program files. Rather, the program directory or the program group „StarOffice“ is removed as well. In addition, the registration file of your computer is also cleared.

**Attention:** Before doing this make sure you no longer need the files, or that you have made backup copies of the respective documents or document templates.

# Introduction to StarOffice

After having successfully installed StarOffice, you will find in this chapter basic information as to which elements are available for operating StarOffice. Since the elements described here are available in all StarOffice applications you can utilize this knowledge to operate each of our applications, regardless whether you are interested primarily in the word processor, the spreadsheet or the graphics and presentation program.

In the second part of this chapter you will be introduced to the Office Manager, with which you can very easily and comfortably start, as well as switch between the various applications.

## StarOffice Operating Elements

At this point you should start StarWriter, and with the aid of this description you can begin to familiarize yourself with the various elements used in StarOffice.

StarWriter generally is designed so that with a screen resolution of at least 800X600 pixels it achieves the optimal user-friendliness. Of course, you can also work with the standard VGA-resolution of 640X480 pixels, although, in this case you will need to customize the screen to your specific needs.

### The title bar



*The StarWriter title bar*

At the top of your screen you see the title bar containing the name of the application and the name of the active document. Since we have a template currently open, which has not yet been saved, the name is displayed as „unnamed1“.

### The menu bar

Directly under the title bar you will find the menu bar. By means of the menu bar you can access all available functions. The menu bar contains a list of menus from which you can choose the commands you need to perform various actions.



*The StarWriter menu bar*

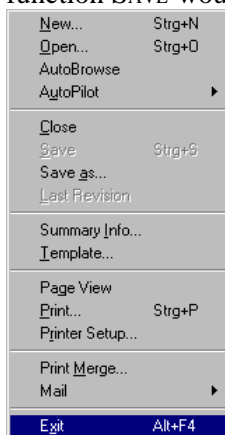
There are three ways to activate a menu command:

- ☐ click on any of the active commands listed in the menu using the left mouse button



- press the **ALT-** or **F10** key, then, using the arrow keys, select the desired menu command and press the **ENTER** key.
- Press the **ALT**-key to activate the menu bar and then press the underlined letter to choose the corresponding command. For example, to open the File menu you would press the key combination **ALT-F**. The corresponding pull-down-menu opens and you can activate the menu command using the arrow keys and the **ENTER** key or by selecting the underlined letter.

Shown below is the pull-down-menu FILE. To the right of certain functions you will find a key combination with which you can activate the desired function directly. The function **SAVE** would be activated, in this example, with the key combination **CTRL-S**.



*The File menu*

## The toolbar

The toolbar provides instant access to the most important functions directly via icon buttons. This allows you to access the frequently used commands such as **SAVE**, **PRINT**, **FILE/NEW** and **FILE/OPEN** quickly and easily.



*The StarWriter toolbar*

The toolbar is divided into several rows depending on the chosen screen resolution, the current application window size and the number of icons placed on the toolbar.



In order to provide enough room for the actual text, only one row of the toolbar at a time will be displayed.

Using the icon displayed here in the left margin, you can switch between each of the toolbars.



*The toolbar as shown when not fully displayable in the active window.*

## The object bars

In order to carry out all necessary tasks, a modern word processing program has to offer many diverse functions, such as importation of graphics, multiple column layout, various page templates, tables, database access, text calculation, spell checking, hyphenation, support of various languages, text modules, footnotes, headers and footers, etc.

All StarOffice applications have been designed with an object-oriented approach which allows for a clear overview for experienced users and beginners alike and ensures easy manageability of the applications.

**Definition:** The term „object-oriented“ has been used for some years in the computer branch to refer to several modern programming languages. Compared with traditional approaches, object-oriented programming has the advantage that objects are mutually independent and do not have any influence on each other. Object-oriented programming ensures that parts of the program react to different events independently without affecting other parts of the program.

The StarOffice applications have been programmed completely object-oriented. Therefore, they are adaptable to specific situations and demands to a much higher degree than used to be the case with applications programmed in the traditional manner. At a given moment, StarOffice applications do not offer the complete functionality of the package, rather, they allow you to use only those functions necessary for the completion of the specific task you are working on. Here is an example from StarWriter:

As long as you haven't placed your cursor in a table there is no need for you to change or add rows and columns in the table. Therefore, these functions are superfluous. The only function you need is to be able to create a table. This example illustrates how object-oriented programming makes for user-friendly applications. It is the user, after all, who doesn't want to be bothered with superfluous functions in a specific working situation.

According to the task being completed, StarWriter switches the object bar and thus offer you a completely different functionality. Here are a couple of different StarWriter object bars.



*Text bar*



*Graphics bar*



*Table bar*



*Formula bar*

StarWriter offers additional object bars for drawing functions, database functions, mail merge function, page preview, charting, etc.

## Example

To get an impression of the advantages of object-oriented programming, please follow the instructions below.



- ☐ In the menu INSERT select the menu command TABLE or click with the mouse on the icon (shown at left) in the object bar.
- ☐ Confirm the subsequent dialog with [OK] because the number of the rows is of no relevance for our example.
- ☐ Your cursor will now be located in the table, and the object bar will have changed respectively, offering you all the necessary options for formatting the table.
- ☐ As soon as you position your cursor outside of the table, the object bar changes and again you will see the object bar pertaining to the specific text environment.

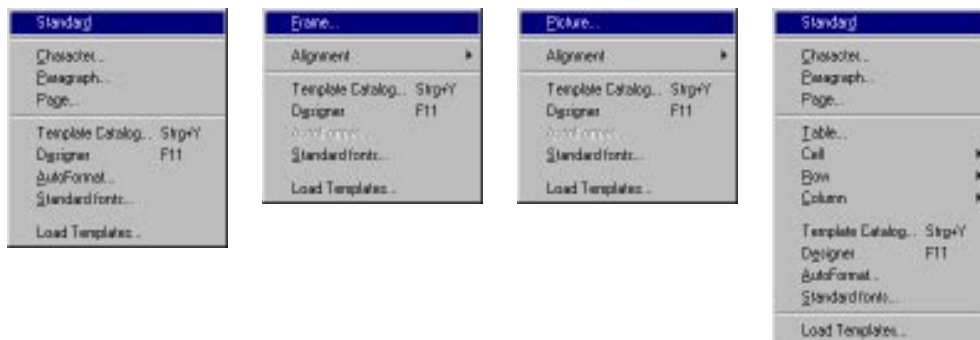
If you want to test this feature in more detail you might insert a graphic or a frame.



The fastest way to delete the table is to select all columns and rows with the mouse and then push one of the icons shown at left.

The specific object-oriented functions of the StarOffice applications are not only available in the object bar but also via the format menu. Since we have covered the topic of object orientation in some detail with reference to the object bar, it may suffice at this point to give you just a few examples from the format menu.

## The Format menu



*Format Font*

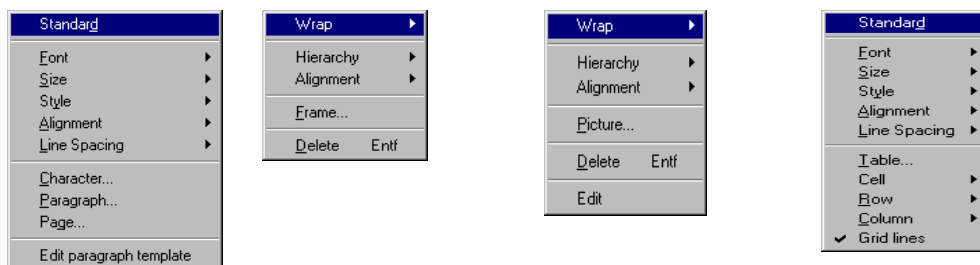
*Format Frame*

*Format Picture*

*Format Table*

## The Context menu

Context menus are an additional help function made possible by object orientation. Sometimes it is simply inconvenient to move the mouse pointer across the screen to access a certain function. This is where the context menus come in. Like the object bar and the format menu, the context menus also provide you with the specific functionality that you may need in a specific context.



*Context menu Font*

*Context menu Frame*

*Context menu Picture*

*Context menu Table*

You access the context menu by pushing the right mouse button. The menu appears in the actual mouse position.

Whereas the format menu contains several standard menu commands, the context menus focus completely on the active object. Note the examples above.

Starting with the StarOffice 3.1 version, StarOffice is now equipped with an advanced internet functionality. The most important functions for navigating and working in the internet are displayed in the internet bar.

## The Internet bar



*The StarWriter Internet bar*

If you would like more information on this topic, refer to the respective chapter in the electronic help of StarWriter. Due to the limited space in this manual and to the fact that many users are not yet equipped with an internet access, we will not go into detail with the internet functionality.

If you do have an internet access, though, you should definitely have a look at the options StarWriter offers you. With StarWriter you can surf through the internet just as with a browser. In addition to browsing you can also manipulate and format internet pages, you can create your own homepages and much more.

## The Bookmark window

After starting StarWriter you have probably noticed the bookmark window on the left hand of your screen.



*The bookmark window*

The bookmark window will remind you of a graphical document manager or - should you be working under Windows 95 or Windows NT - of the explorer.

The view in the above example will serve to briefly describe the structure of the bookmark window.

The uppermost entry „Standard“ represents a folder that may contain several files or folders. After having opened the folder by doubleclicking the icon, it changes respectively into an open folder.

- ☐ The first indented entry is named „StarDivision GmbH“ and is displayed as an open folder, as well.
- ☐ The StarDivision folder contains several documents. A document is represented as a page. The documents shown in this folder are called bookmarks.
- ☐ You can open these entries by doubleclicking them. Be aware, however, that since these documents represent pages on our internet server, in order to open them you must have an active internet connection, and StarWriter must be configured respectively via the Extras/Options/Internet menu.
- ☐ Further below you will find several closed folders, such as „indexes“ or „media“.

What use is the bookmark window, especially for users that have no internet access?

There is a simple explanation. Imagine you are working with several documents at a time and have saved these documents in different folders on your hard disk. In order to open one of these documents you have to search for them in different directories.

It is exactly this type of task which the bookmark window takes off of your shoulders. Instead of arranging your documents on the hard disk, this task will be fulfilled in the future by the bookmark window. It is very simple to create groups and subgroups and thus have your documents at easy access.

Please proceed as follows to create a new group and to save your first document there.

- ☐ Click the entry „Standard“. Now press the right mouse button and select the menu command `NEW` from the context menu. Next click the menu command `GROUP` in the submenu.
- ☐ Under `NAME` please insert „my group“ and confirm the dialog with [OK].
- ☐ Immediately following you will see your own folder at the bottom of the entries listed in the bookmark window. Since the new folder, as yet, has no contents it cannot be opened.
- ☐ Select the new folder „my group“ and click the right mouse button. Select the menu command `NEW/BOOKMARK`.
- ☐ In the `URL` group under `DESCRIPTION` insert any name you like. As `ADDRESS` you can enter any file, e.g. the „config.sys“ file. Please note, that the chosen file refers to a document and not to an executable program. In addition you have to insert the complete path, e.g. „c:\config.sys“.

- After having confirmed these entries with [OK] your new group will display the first document. You can open this document by simply doubleclicking it.

Certainly, you won't want to necessarily include your system configuration as a bookmark, but frequently used documents can be ordered very clearly in this manner and can be accessed much quicker than using the FILE/OPEN dialog.

The procedure described above is, admittedly, rather complicated. Thus, here are a couple of tips how to record and manage entries in the bookmark window.

- Bookmarks can be inserted via drag & drop, from the internet bar or with the help of the context menu (right mouse button).
- Hyperlinks from internet documents can be dragged via drag & drop into the bookmark window and are then permanently accessible. In the same way, hyperlinks from other web browsers like e.g. Netscape, Web Explorer or from your document can be dragged into the bookmark window.
- Bookmarks can be grouped and organized in the bookmark window. You can save bookmarks in folders and apply theme-related titles to them. Each folder can contain subgroups, as well. This guarantees easy management of complicated structures. You can move bookmarks among folders with the drag&drop function.



The bookmark window can be switched on or off by means of the icon displayed in the left margin of this page. You find this icon in the internet bar.

## The hyperlink bar

The last element we would like to introduce is the hyperlink bar. In contrast to the other bars we have described above, the hyperlink bar is not visible in the standard configuration. Therefore, you have to switch it on.



*The StarWriter hyperlink bar*

The hyperlink bar can be switched on or off via the menu INSERT and the menu command HYPERLINK, whereas all other bars can be configured via the VIEW menu. With this bar you can insert hyperlinks into your document.

Hyperlinks are cross-references which are highlighted in the text by the use of color and can be opened by clicking them. With the aid of hyperlinks, the reader of a document can jump to additional information contained in the document as well as to other documents. For example, it is very common for internet homepages to include hyperlinks referring to other homepages.

You will find a detailed description of the hyperlink bar in the StarWriter online help. For now, it will suffice to tell you how to insert a link into your document.

- In the input field to the left you insert the name describing the link. This name is then displayed in the text.
- In the input field URL you insert the URL-address. This is the address the user jumps to when clicking the link.
- Uniform Resource Locator (URL) is the address for a document or a server in the internet. The form of a URL may differ but it corresponds to the form „Service//hostname:port/path/page#mark“. Of these, only service and hostname have to be repeated. A URL may be either a FTP-, a WWW (HTTP), a file address or an E-Mail address.

At this point you may not realize what you are to do with the described functionality, especially when you are not working with the internet, as yet. In that case, please ignore the hyperlink bar for the time being, because for subsequent chapters of the manual this function is of no importance.

## How to change the application layout

In this chapter we have introduced to you almost all of the most important elements for the operation of the StarOffice programs. As you have seen, StarWriter offers you a whole range of different functions and operating elements, some of which you may choose not to use for the time being. Therefore, it makes sense to configure your program in such a way as to have only the elements you need clearly laid out.

StarOffice offers you several possibilities to configure your application layout according to your specific needs.



The View menu enables you to switch the following operating elements on or off.

- ☐ Toolbar
- ☐ Object bar
- ☐ Internet bar
- ☐ Ruler
- ☐ Status bar

The hyperlink bar can be activated or deactivated as described above via the menu command INSERT/HYPERLINK. The bookmark window can be configured via the above described icon in the internet bar.

The StarOffice applications enable you to remove the bars from their position and place them anywhere on your screen. You can either freely position the operating elements on the screen or anchor them to any page (top, bottom, right, left).



*The toolbar as an independent window*

To achieve this, move the mouse pointer to a free (gray) area on the bar, click and hold the mouse button. You can now freely position the bar or the window. As soon as you approach the application border the size of the object changes and it visibly connects to the border. Now, release the mouse button.

# The Office Manager

At this point, please close the StarWriter and any other active StarOffice applications. From this point on we will explain the applications one at a time and acquaint you with each program to enable you to cope with your daily tasks as efficiently as possible.



*The StarOffice Manager*

The first application we will introduce in more detail is the StarOffice Manager. Its actual purpose is to facilitate starting and shifting among the programs. It serves as the "main switch" for all StarOffice applications.

Note: The installation program inserts the StarOffice Manager into the autostart group of your operating system, so that it is loaded automatically whenever you start the system. If StarOffice is the application you want to use for all standard office tasks in the future, you should keep this configuration. If not, you can simply delete this entry from your autostart group.

Start the StarOffice Manager by clicking on Start, then under programs, find the program group "StarOffice 3.1" and click the icon of the Office Manager.

Under Windows 3.x or OS/2 open the StarOffice 3.1 folder and then doubleclick the StarOffice Manager icon.

When you work under Windows 95 you can anchor the StarOffice Manager, as well as the Windows 95 task bar to any screen border you like. This ensures that the Office Manager remains visible at all times and that other programs even when displayed at maximum size do not block the view of the Office Manager. To achieve this, move the mouse pointer into a blank area of the Office Manager (not in the program bar), click and hold the mouse button. You can now move the Office Manager across the screen. As soon as you near one of the screen borders you will see how the Office Manager connects to the screen border. When you release the mouse button the Office Manager is displayed at the new position.

## Configurations of the Office Manager

You can modify the display view of the Office Manager by customizing the presets. To do this, position the mouse pointer in a blank area of the Office Manager (not in the program bar), and click the right mouse button. This opens a context menu which enables you to configure your Office Manager environment.



*Position the mouse here at one of the borders.*

A check beside an option signifies that a certain setting has been activated. A dot beside an option identifies the current setting in a group of different possibilities. In order to change the settings simply click the left mouse button on the desired entry in the menu.

The **HORIZONTAL** and **VERTICAL** settings refer to the layout of the application icons within the Office Manager. If **VERTICAL** is selected, the icons are displayed one below the other. If **HORIZONTAL** is selected, the icons are displayed next to each other.

The program icons can be displayed either as **ICON only**, **ICON WITH CAPTION** of the application name, or as **TEXT only** (no icon).

The icons can be displayed in two sizes. **SMALL ICONS** save space on the screen and are recommended especially for a low screen resolution. **LARGE ICONS**, on the other hand, are more easily recognized.

The option **TITLE ROW** defines whether or not the Office Manager is to be displayed with the title bar.

**Tip:** A hidden title bar can be redisplayed by clicking the right mouse button in the Office Manager window and activating the option **TITLE ROW**.

With the option **DIRECTORIES** you can alter various folder settings. For example, when you keep the default settings, all documents will be filed in the "Document" folder within your StarOffice folder. Backup copies of your files will be placed under "Backup", etc. If you want to change the default settings, select the menu command **DIRECTORIES**, and in the following dialog change the settings to the directory of your choice.

Note: You are well advised to change only those directories which you are certain will not have an impact on the system as a whole, otherwise, in the worst case you will not be able to start StarOffice. The modifications defined here are valid automatically for all StarOffice applications. If you want to modify a specific application please change the setting in the respective application.

Under **Logo** you can define whether the application logo is to be displayed at the start of the StarOffice application. **HIDE** switches the logo display off, and **SHOW** always displays it. **USE SYSTEM SETTINGS** is only of significance when this function can be controlled by the operating system.

The option **EXIT** closes the Office Manager. This does not close other StarOffice applications that have already been started.

The option **ALWAYS ON TOP** has a special function. When you have activated this option the Office Manager always remains in the foreground of the screen even when other applications are in the full screen mode. This makes for easy starting and switching among the StarOffice applications.

## Starting applications with the StarOffice Manager

In order to start an application with the Office Manager, click on the respective application icon. The application is loaded and starts after a few seconds. Of course, you can also start additional applications with the Office Manager.

When you have activated the option **ALWAYS ON TOP** in the Office Manager settings or the Office Manager is anchored to a screen border, you can then alternate between the applications by clicking the respective icon.

Of course, we don't want to leave out a further advantage of the Office Manager and the StarOffice technology: StarOffice uses many shared functions due to the high degree of integration among the applications. Functions like **INSERT PICTURE**, **FORMAT BORDER**, etc. are utilized in each application in several places, although they actually exist only once in the StarOffice package. The amount of shared functions cover 60% of the functionality of each program.

As a user, what advantages does this shared functionality offer you?

- Starting the first application takes just as long as with other applications, but loading further StarOffice applications is considerably faster, since a majority of the functions already exist in the memory.
- When started, the Office Manager automatically loads many of the necessary functions so that each of the subsequent applications can be loaded much faster.
- Although the first application utilizes the typical amount of memory, as with similar applications, each further application requires considerably less memory and resources as with other office packages. Therefore, even while working with several applications at the same time, your system resources are spared.
- Since the shared functions are completely identical in all StarOffice applications you can find your way through the applications much easier.

We have now completed the StarOffice introduction. In the next chapter you will be introduced specifically to the StarWriter, and with the use of a few simple examples, will become acquainted with the operation of this application.

# StarWriter

In this chapter, you will be introduced to the StarWriter. We will begin with a simple explanation of the available document templates, and then will create a few templates using the AutoPilot function. Finally, with the aid of the Designer, we will show you how you can easily and quickly layout documents.

The sections relating to working with graphics and frames, the table function, and the mail merge function will conclude this chapter. By then, you should be able to complete all standard tasks with the StarWriter. Moreover, you will be familiar with all the important elements to then conquer more demanding tasks without any problems.

If you have not yet started StarWriter, you should do this now, as this section of the manual deals with specific examples for you to reconstruct.

Please begin by deactivating the Designer (in the format menu), even though we will be reactivating this function shortly.

## Working with document templates

When StarWriter is started, you will see an empty document already on your screen where you could begin entering your text directly.

However, for many tasks it doesn't make sense to always begin with an empty document. For example, when creating a letter you would expect to have a sample with predefined data such as Sender, Addressee, Letter Header, etc. With exactly this reason in mind, we have already prepared several templates for various uses. In addition, the AutoPilot offers you further possibilities to automatically create your own templates.

Please select the menu command **FILE/NEW** now. In this dialog, under **CATEGORIES**, you are offered several groups of various themes. If you click on one of these groups you will see various document templates for different uses, shown in the **TEMPLATES** field on the right.

Simply try out some of these templates in order to get an overview of the available templates. To open the respective template, confirm the dialog **FILE/NEW** with **[OK]**.

After acquainting yourself with the available templates, just close all documents via **FILE/CLOSE** or by double-clicking the icon at the left of the menu bar.

Document templates have decisive advantages over normal StarWriter documents. In general, they cannot be written over or changed by mistake, since when opening the template the document name is titled "Unnamed" and must be given a new name before saving. Therefore, under normal circumstances nothing can happen to your document template. We will explain how to edit document templates at a later stage in this manual.



## Creating a new template

Click on the icon displayed at the top left of the toolbar to open an empty document.

If none of the existing templates is suitable for your specific tasks, you can create your own template according to your needs.

In the following description, we will show you how to modify the standard StarWriter templates and customize them to your specific needs. First of all, alter the existing font in one of the following ways:

- ☐ Select the menu command **FORMAT/STANDARD FONTS**.

In the corresponding dialog, change the selected font (shown in the field next to Standard) by clicking on the small arrow of the combo box. Select the preferred font by double-clicking it from the drop-down list.



*Here we have chosen the font "Arial".*

- ☐ Select **FORMAT/STYLE CATEGORY**, and click the push button **MODIFY**.

In the dialog **PARAGRAPH STYLES:STANDARD** please activate the **FONT** register. Under **FONT STYLES**, select the preferred font and confirm the entry with [OK].

To exit the **STYLE GALLERY** dialog, click [CLOSE]

Before saving the modified template, test whether a sample text entry appears in the new font. Then please delete the text, since you will create a standard template from the empty document.

- ☐ To save the modified document, select the menu command **TEMPLATES** from the **FILE** menu.
- ☐ In the field, **NEW DOCUMENT TEMPLATE**, enter "Standard", or another name of your choice.
- ☐ Exit the dialog with [OK]. Your new template is now saved and is immediately available for use.

The next step is to double-check that the template exists and that it contains all of the modifications.

To do this, select the menu command **FILE/NEW**. If the category **Standard** is not active, please select it now. Under templates, next to the StarWriter templates you should see your newly created template as well. Select your template with the mouse, and exit the dialog with **[OK]**.

A quick check will show that the modified font has also been respectively altered in the newly created template. Now close all active files with **FILE/CLOSE**.

## Defining a template as a standard template



Instead of creating a new document with **File/New**, you can also use the icon displayed here at left. Please click this icon now.

If you examine the new document closely, you will see that the original font is active, and the modifications you have made are not shown here. This is because with the icon **NEW**, a standard default is used to create a new document. There is also no dialog provided to select the desired template.

Since the creation of a new document is faster using the icon than the respective menu entry, you may of course take advantage of this feature, and simply define the standard template respectively. In addition, at the application start, the standard template is activated, which is a further reason to define your own template as **Standard**.

How to define the standard template

- ☐ Select the menu command **FILE/TEMPLATES** and in the dialog **DOCUMENT TEMPLATES** click the button **[ORGANIZE]**.



*The Dialog: Organize Document Templates*

- ☐ On the left you see the various template categories. Open the folder "Standard" by double-clicking the folder icon.



- Select your template (in our example, the template "Standard"). Click the **COMMANDS** button and select the menu entry **DEFINE STANDARD TEMPLATES**. Then exit each dialog by clicking **CLOSE**.

With this process, you have now defined your template as a standard template. It will be loaded automatically in the future at the program start, and opened by activating the icon **NEW**.

You may at any time define another template as your standard template, but you must first return to the menu commands and select **DELETE STANDARD TEMPLATE**.

## Editing templates

If you want to edit an existing document template, because perhaps you have improvements to add or have discovered mistakes, proceed as follows.

- From the **FILE** menu, choose **TEMPLATES**.
- Then select the corresponding category and select the template with the mouse.
- Click the **EDIT** button. The template will be opened and in this case the name of the template will be preserved.
- Alter the desired settings and save the changes with **FILE/SAVE** or by clicking the icon shown here at left. Finally, don't forget to close the document.



## The AutoPilot functions

A very elegant way of creating your own document templates is provided with the help of the Autopilot (**FILE/AUTOPILOT**). There are four different Autopilot options, depending on the type of document template you want to create.

You may choose between the options letter, fax, memo and agenda. In this example, we will illustrate how a letter template is created.

The Autopilot function is very easy to operate, since it takes you step-by-step through the necessary tasks for entering your data, until your document is complete. You will see how this works in the following step-by-step description.

Select **FILE/AUTOPILOT/LETTER**.

- In the dialog which appears, first choose between the creation of a business or personal letter, and which style you prefer: modern, classic, or decorative. Select the desired settings with the mouse. Depending on your selection, a corresponding preview will be shown displaying the resulting effect.
- Confirm your settings with **CONTINUE**.

Settings for the letter header

- ☐ Next, state whether or not you want to include a header, and select one of the three options (none, graphic, text) for your logo.
- ☐ Depending on the header selected, enter your text in the field, or select a graphic by clicking the button **GRAPHIC SELECTION**.
- ☐ If necessary, modify the size of the header under **SIZE** and under **POSITION** click on one of the three symbols to align the text or graphic either left, right or center.
- ☐ With **CONTINUE** you proceed further to the next dialog, and with **BACK** you can return to the previous dialog to make any necessary changes.

Enter information corresponding to the sender

- ☐ Enter the sender's address. If you want to have the sender's address repeated in small type above the receiver's address to appear in the envelope window, click **YES**. Only the entries indicated with a ">" symbol will be copied to the area of the envelope window.
- ☐ Next, enter the position and size for the sender's address.
- ☐ With **CONTINUE** you will come to the entry for the addressee information.

Note: Depending on the letter type you have selected, not all pages of the AutoPilot may be shown. The reason behind this is that with personal letters, for example, no envelope window is included. Therefore, there is no reason to place the address in the window position.

Enter the information corresponding to the addressee

- ☐ Enter the receiver's address or select the respective database fields for the addressee from a database. For the letter salutation, select the appropriate greeting (i.e. Dear Sir or Madam).
- ☐ Database fields will be indicated in this dialog with the symbols „>“ and „<“.

Additional Elements

- ☐ Click [**CONTINUE**] to come to the next page of the AutoPilot, where you can activate various letter elements depending on the desired purpose of your letter template. If necessary, you can use this option to modify some of your entries.
- ☐ Click [**CONTINUE**] again to come to the page margin and footnote text settings. Deactivate the check box next to **FOOTER ON**, if you do not want a footer.
- ☐ The next dialog is designed for formatting the following pages of your letter, if applicable. Simply make any necessary changes in the existing templates to automatically modify the following pages. For example, you can determine

whether or not the sender and logo (letter header) should appear on the following pages, by editing these sections in the letter template.

- In the next to the last dialog, you will be asked to supply the necessary information for saving the template. If necessary, you may change the default settings. In any case, however, be sure to make a note of the template so that you will be able to find it later with **FILE/NEW**.

Information regarding printing a new document template:

- With **[CONTINUE]** you will come to the last page of the dialogs for creating a letter template. Indicate whether or not the logo and sender should always be printed.
- If your printer has more than one paper tray, select the respective source for the first and following pages.
- Click **[FINISH]**.

The new document template based on your specific data will now be automatically created by the StarWriter AutoPilot, saved as a template, and opened for the first time. The only thing left to enter is the text, and then you can create your letter, print it and send it off.

## The Designer



At the beginning of the StarWriter Introduction we deactivated the Designer function. Now you can reactivate it, by selecting the menu command **FORMAT/DESIGNER** or clicking the icon on your toolbar (shown here at left).

In the last chapter we explained the use of document templates. The Designer also deals with templates; specifically page, paragraph, frame and font styles.

You may be wondering why you should bother with more templates when you just want to create your text. But that's exactly what the Designer helps you to do. The Designer was also a powerful aid used in the creation of this manual. The Designer saves a lot of time in the creation of documents and allows you to concentrate more on the actual content.

## The style template concept

In word processing there is a difference between hard and soft formatting. When you select an area for example, and underline it, or make the font bold or italic, this is called hard formatting. If you use style templates instead, this is called soft formatting. More on this subject follows in this chapter.

Many users still work primarily with hard formatting. The practical concept of style templates from StarWriter enables you to benefit from the advantages of soft formatting.

- Uniformity – With the use of style templates, you can ensure that even very long documents maintain an organized, uniform appearance. For example, with a standard text paragraph style, your paragraphs will all be formatted with equal spacing to each other and identical font style and size.
- Global Modification – Hard formats must be individually modified, whereas modifications to a soft format automatically apply to all paragraphs formatted with the same style template. In addition, you can also modify several attributes like **BOLD**, **INDENT** AND **PARAGRAPH SPACING** in one simple step.

For example, if you want all headings in the third level to appear bold and italic, in the font style „Courier New“, simply modify the style template "Headline3", and all the headings will be automatically adjusted.

- Automatic Template Selection – All templates can also be set to include so-called sequence styles. For example, the heading in a table is normally followed by the table contents. After having written your heading with the "Table Headline" style, StarWriter automatically switches to the "Table Contents" style. In the same way, StarWriter ensures that after each heading the template for "Standard Text" style is active.
- Professional Appearance – For the most frequently used tasks, StarWriter has included numerous style templates which have been expertly created and integrated with each other. They give your writing a professional appearance and also save you a lot of time so that you are able to concentrate on the essentials.

## Using style templates

At this point, please open an empty document and move your mouse into the Designer window. Double-click on the style "Headline1"

If the position of the Designer interferes with your ability to type your text, simply move it to any place on your screen or anchor it to a page border, as with the bookmark window. To do this, position your mouse in the title bar of the Designer, press and hold the left mouse button and move the window to the desired position. Then, just release the button.

- Type a brief heading i.e. "This is my example" and press the **Enter** key.
- Next, please enter several lines of text, but only press **Enter** after every other line.

Now, examine the result a little closer to see which designing tasks the StarWriter has automatically carried out:

- The heading has been formatted in a different, larger font.

- Following the heading is a paragraph space and then several paragraphs in 12 point font. Each of the paragraphs have a defined paragraph spacing, so that the individual paragraphs can be distinguished from each other without the need for entering additional spaces.

If you have worked up to now with other simple word processing programs, or with typewriters, you will have probably already recognized the clear advantages that StarWriter offers with the use of paragraph styles.

Our experience has shown that many users have difficulties at first getting used to this method. Especially the term "paragraph" often leads to misunderstandings.

A paragraph is an area which forms a complete unit of text. This can contain just one sentence or several sentences. You do not need to be concerned with entering line breaks, as StarWriter completes this function for you. Only press the **Enter** key when the paragraph is ended.

You will probably agree that the method of operation in this example is very comfortable, since you practically only have to be concerned with the text, and the document itself already appears in a practical layout.

If you need to include a listing or enumeration, StarWriter also offers several templates which have been optimally designed for this task. Please position your cursor on any line in the last paragraph and apply the paragraph style "Text Body Neg. Indent" by double-clicking the respective style in the Designer.

Next, position the cursor in front of the first character of the paragraph. Enter a "1" and press the **TAB** key. This allows you to number paragraphs without having to worry about the exact positioning of the indented text at the margin.

For the last example in this context, place the cursor at the end of your test document, where there is no existing text.



1. Click the icon, shown here at left, in your toolbar. StarWriter then creates an automatic numbering format, and you can begin directly with the actual text. Please type once again two lines of text and press the **Enter** key.
2. After the **Enter** key is pressed, StarWriter creates a paragraph break and begins the next paragraph with the correct digit for the numbering. (In this case a "2").



3. If you want to end the numbering, click on the icon shown here at left to turn off the numbering function.

Special paragraph styles are used for the numbering as well. If you position the cursor in the different paragraphs, you can see in the Designer which paragraph style is active.

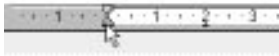
## Modifying Paragraph Styles

If you would like to alter the existing paragraph styles, simply select the respective style in the Designer and from the context menu, which appears by pressing the right mouse button, select the menu command **EDIT**. The paragraph styles dialog appears, which offers you various possibilities for formatting paragraph styles.

Often, however, it is helpful to have a preview of how the paragraph will look with different styles. Here as well, StarWriter offers a smart method for trying out your settings before adopting them in your template style.

Assume, for the next example, you want to indent the left margin by 3 cm and display the entire paragraph in bold style. Please proceed as follows:

- ☐ First select a paragraph to be modified or create a new paragraph. Be sure that your cursor is placed in the paragraph.
- ☐ In the ruler, use your mouse to move the left margin from 0 cm to 3 cm. Click on the lower small triangle at the left margin, and keep the mouse button pressed. (Note the pictorial representation below).



*Position your mouse here*

- ☐ Move the small triangle to the 3 cm mark, then release the mouse button.



*Release the mouse button here*

- ☐ Next, select the entire paragraph with the mouse. To do this, first position the mouse pointer at the beginning of the paragraph, click and hold the mouse button and move the mouse to the end of the last word in the paragraph. Finally, release the mouse button. You will recognize the marked text by the gray shading.
- ☐ Click the icon shown here to format the entire paragraph in bold.



Finally, you will save these changes in a new style template. Be aware that the paragraph must be completely marked, otherwise the **BOLD** font effect will not be applied.



- ☐ Click the icon (at left) in the Designer to open the **CREATE STYLE** dialog box.
- ☐ Under **STYLE NAME** enter a name of your choice and confirm the entry with [Ok].

The style template is now finished and you can see your new style listed in the Designer. Via double-click, you can apply your new style to any paragraph.

If you realize later that the paragraph style is indented too far to the left, this should also present no problem to correct.

- Position the cursor in a paragraph to which your new style has been applied.
- In the ruler, move the left margin to 2 cm, for instance. To do this, proceed exactly as explained above.
- Finally, click the symbol (at left) in the Designer and your style template will be respectively modified. If you have applied the new style to several paragraphs these will be automatically modified as well.



With the Designer, you can use and modify not only paragraph styles, but also edit and apply font, frame and page styles.

Move the mouse to one of the four symbols at the top left of the Designer and remain briefly in this position. A help caption will appear, which describes the function of the respective icon. This help is naturally available for all other icon buttons as well.

## The hierarchical view in the Designer

We would like to mention a very important point which has not yet been covered. The paragraph styles in the Designer are not built independently of each other, rather there is an underlying hierarchical structure.

Such a relation between the paragraphs, the so-called style hierarchy, enables you to recreate entire groups of style templates in one step, without jeopardizing the uniformity of the document. We will take a look now at some of the paragraph styles in the directory tree of the Designer.

At the bottom of the Designer window enter HIERARCHICAL for the style category. You will see a ordered listing of all paragraph styles, displayed as a directory tree.

A small plus sign next to a paragraph style indicates that it contains further "decendants". Click one time on the plus sign next to the style "Headline". Indented under the entry, you will see the related styles Headline 1-5. The plus sign will have changed into a minus sign, with which you can rehide the Headline style subentries.

The Text Body styles also contain numerous subordinate style templates. These include, among others, the variations Text Body Indent and Text Body Neg. Indent. Your own defined style template can also be found here.

An important principle of the style template concept is hereby clear: StarWriter does not save all format settings in one style template, rather only those settings which vary from the higher listed style templates.

To clarify; in the first level (at the left margin of the Designer window) the only existing template is the style "Standard". If you click on the plus sign next to this style, all other styles will be shown, and by then clicking on the minus sign, they will be hidden. Thus, the style "Standard" is the base template for all other styles in StarWriter.

To examine this interdependence of styles in more detail, select the style „Text Body“ from the Designer. Open the context menu with the right mouse button and select the command EDIT. From the dialog „Paragraph Styles“ select the register ORGANIZE.

Direct your attention to the field BASED ON, where you will see the „original style“ Standard. The interdependence of two templates can be set in this field.

In the DESCRIPTION you will see the differences between the Text Body style template and the Standard style template. Normally, the Text Body style differs from the Standard style only in the definition of a lower paragraph spacing by 0.21 cm. However, if you have already made additional changes, these will be present here as well.

Since we don't want to make any changes to the template at this time, exit the dialog with [CANCEL].

Finally, we will look at the interdependence of the next „generation“ in the directory tree. In the Designer, select the style „Text Body Indent“. If it is not visible in the hierarchical view, click on the plus symbol next to the style „Text Body“ to expand the tree and show the next level.

From the context menu select EDIT to return to the PARAGRAPH STYLES dialog. In the register ORGANIZE you will find the following settings:

In the field BASED ON you will see the main style „Text Body“. The DESCRIPTION lists only the settings in the style „Text Body Indent“ which differ from the base style „Text Body“. Exit the dialog once again with [CANCEL].

## Conclusion

StarWriter offers you many „ready-to-use“ paragraph styles, which are organized in a hierarchical structure. This enables you to very easily and quickly alter the settings for an entire style group, by simply modifying one corresponding style template. For example, by modifying the font style in the style template „Text Body“, these changes apply automatically to the styles „Text Body Indent“, „Text Body Neg. Indent“ etc.

With the Designer you can quickly and effectively apply, modify and create styles. After becoming used to working with the Designer, you certainly won't want to be without it, especially when creating and managing longer documents.



## The StarWriter Table Function

The last two sections were explained in great detail, as they are very important for your ability to work with StarWriter. The following sections will be explained in less detail, since by now you should have all the necessary tools for capably working with StarWriter.

A very important part of word processing is the creation of tables, as well as calculation in tables. Following, we will briefly explain this function.

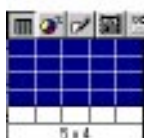
### Creating Tables

First, open a new document so that you will have a blank screen to work from.

The next step will be to insert a table into your document.



- First, please insert one or two blank lines. Then, click on the icon displayed here at left, and in this case, keep the mouse button pressed.
- A window will appear in which you can define the number of columns and rows for your table, by dragging the mouse pointer down and to the left.



Select 4 rows and 5 columns

- Select 4 rows and 5 columns, and release the mouse button.

The table will appear in your worksheet, and the cursor will be located in the first cell. To move to the next cell, press **TAB**, and to return to the previous cell simply press **SHIFT-TAB**.

Please fill out your table as shown in the example below:

<i>Amount</i>	<i>Article</i>	<i>Unit Price</i>	<i>Total</i>
20	Fans	12.90	
100	Cables	1.20	

Do not fill out the empty cells in this example, as we will come to them later. Note that once again, StarWriter automatically applies different styles for the first row of the table and the rest of the rows.

## Modifying existing tables

Naturally, the table may not yet appear exactly as you wish, which is where modifying the table format comes into play. For instance, since our table contains one row too many (contrary to our original estimation), the next step will be to delete the extra row.



To do this, please select the second to last row with your mouse, and click on the icon displayed at left or select the menu command **COLUMN/DELETE** from the context menu.

Next, to alter the table appearance. Certainly, you can define different options such as borders, background, etc. using the various available functions, however, there is an easier method for customizing the appearance of your table.

Please select the menu command **FORMAT/AUTOFORMAT** from the menu bar. Under **Format**, you will see several styles listed for use in formatting your table. Click on any of the examples to see a preview of how your table will look with the applied style.

Number	Article	Unit Price	Total
20	Fans	12.90	
100	Cables	1.20	

For our example, we have chosen the above format, but please feel free to choose any style you wish for your own table.

**Note:** If you are not in a table when you activate the **FORMAT/AUTOFORMAT** command, it has a completely different function. It serves to quickly format your document with the aid of various options. Do try this function out when you have the opportunity.

Now, please select the cells „C2“ to „D4“. At the bottom right in the status bar, you can see which cell you are currently in. Next, format the text to align right by selecting the command **ALIGN/RIGHT** from the context menu.

The next step will be to change the column widths. To do this, place your mouse pointer directly on the line between two columns (also called the „column separator“). In this position, the mouse pointer will change its appearance. Click and hold the mouse button, and then drag the column separator to the desired position. Try to replicate the example as shown below.

Number	Article	Unit Price	Total
20	Fans		12.90
100	Cables		1.20

## Calculating in tables

The only thing missing in our example above is the total price for each of the articles. Of course you can calculate the totals by hand (although not the ideal solution), or to complete such tasks much more efficiently, you can use the StarWriter calculation functions.

- Place the text cursor in the cell „D2“ and press the function key **F2**. Then click with your mouse on the field "A2" containing the value 20. Next, in the formula bar, place the mouse pointer directly after the entry "<A2>" and type a "\*" which stands for the multiplication function. Finally, click the table field „C2“ with your mouse, or type „<C2>" directly into the formula bar.
- You have now entered the actual formula. Remaining in the formula bar, you can define the table formatting as well. To do this, click on the icon shown here at left, and in the menu which then appears, select **FORMAT** and choose the format you wish to apply.
- End the formula entry by pressing **Enter** or by clicking on the checkmark symbol.



We could, of course, repeat this procedure for the next calculation, but here as well, there is a more efficient method.

- Mark the cell „D2“ in your table, so that the entire cell and not only the content is marked. To do this, click and hold the mouse button in the cell, then move the mouse briefly to another cell and back again. Now the entire cell should be marked, and you can release the mouse button.
- Now select the menu command **EDIT/COPY**.
- Place the text cursor in the cell „D3“ and select the menu command **EDIT/INSERT**.

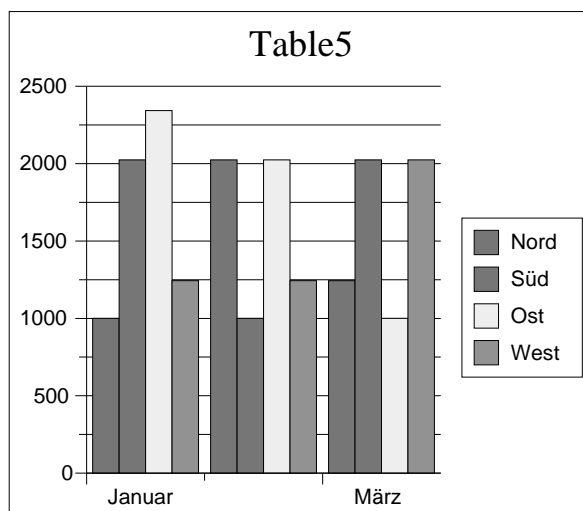
Amount	Article	Unit Price	Total
20	Fans	12.90	\$ 25,800.00
100	Cables	1.20	\$ 12,000.00
Total			\$ 37,800.00



In the table displayed above, note that the bottom row is already filled out with the sum of the individual results. To do this, use the formula bar as well, but in contrast to the multiplication function, use the term **SUM**. Simply click on the symbol displayed here at left, and select the sum command from the listed formulas. Then using your mouse, mark the cells to be totaled, and once again apply the desired format. Now confirm and end the formula input by clicking on the checkmark symbol.

## Creating a chart from a table

One last important point to be covered in this section is how to create a chart to display your data. It is possible to automatically create a chart or graph based on the corresponding data in your StarWriter table. Please try this out, by first recreating the table shown below (the numbers don't have to be identical).



<i>Profits</i>	<i>January</i>	<i>February</i>	<i>March</i>
North	1.000,34	2.024,45	1.243,56
South	2.024,45	1.000,34	2.024,45
East	2.343,56	2.024,45	1.000,34
West	1.243,56	1.243,56	2.024,45



After you have created the table, please click on the icon shown here at left.

An AutoPilot will appear, to aid you in defining various settings. Once you have chosen the settings you wish to apply, click [FINISH].

If you change a value in the table, simply press the function key **F9** to update the chart.

By double-clicking the chart a toolbar will appear, with which you can modify the settings and choose one of the various styles to display your chart.

## Conclusion

You have received a brief introduction into the possibilities of the table functions in StarWriter. Once you have worked a bit more with the available functions, you will surely become familiar with even more possibilities in relation to working with tables.

## Working with Graphics

A further important element in creating documents is working with graphics, text frames and character elements. We will briefly explain each of these sections, beginning with the use of graphics in your document.

### Inserting a graphic

At this point, please open a new document. In order to follow the examples in this section, please insert a few paragraphs of text so that you can see how text and graphics can be combined with each other.

Place your text cursor at the beginning of a paragraph. If possible, however, do not use the first paragraph for this example.



Click on the icon displayed at left to insert graphics into a document. StarWriter then opens the dialog `INSERT PICTURE`.

Please choose one of the several existing graphics by clicking the selection with your mouse.

- ☐ In the combo box `FILE TYPE` you can activate the desired graphic filter. The setting `ALL FORMATS` displays all the graphic formats which can be read by StarWriter. StarWriter automatically selects the correct filter, depending on the selected graphic.
- ☐ Activate the option `Links` if you don't want to save the graphic together with the actual text. Linked graphics are read anew each time the document is loaded, thereby allowing changes made to the graphic to be automatically modified in the document as well. Additionally, documents containing many graphics take up considerably less memory on your hard disk when they are linked.
- ☐ By activating the option `PREVIEW`, StarWriter displays the selected graphic directly in a small preview window.
- ☐ Clicking the push button `[STANDARD]` allows you at any time to switch to the default Path selected in `TOOLS/OPTIONS/PATH`.

After you have chosen a graphic, end the dialog by clicking the button `[OPEN]`.

The graphic will be inserted into the document and at first displaces the existing text.

### Formatting Graphics

Another important point has to do with anchoring a graphic in a document. Depending on the application, a graphic can be linked in different ways to your document. These settings are found in the dialog `FORMAT/PICTURE`.

- ❑ To a page: The graphic remains on the actual page it is anchored to, and changes in the text have no influence on the position of the graphic.
- ❑ To a paragraph: Graphics are anchored to the actual paragraph. If the position of the paragraph is altered due to changes in the text, the graphic moves to a new position as well. The settings definable under Position are now valid only within the actual paragraph.
- ❑ To a character: With this option, the graphic is anchored in the actual paragraph to the character at the left of the cursor position. Text changes in the paragraph also move the horizontal position of the frame. Under Position you are now only able to define the vertical adjustment of the actual row.

By double-clicking the selected graphic, the register dialog **PICTURE** is opened. We would like to explain some of the available settings found here.

- ❑ In the register **TYPE**, you can change the size of the graphic with the **SIZE** options. With the option **KEEP ASPECT RATIO** you can ensure that when a value is changed, the height/width ratio of your graphic remains the same. Based on the given width, for instance, StarWriter calculates the height corresponding to the proportions of the graphic and inserts this value automatically under **HEIGHT**.
- ❑ Especially in the creation of long documents, inserted graphics must often be uniformly reduced or enlarged. To offer a small tip: you can also enter a percentage under **WIDTH** and **HEIGHT**, and StarWriter automatically calculates the corresponding size.
- ❑ Under **POSITION** you can change the horizontal and vertical adjustment of your graphic.
- ❑ In the register **Wrap** you can define if and how the graphic should be wrapped by text. The option **PAGE WRAP**, for example, guarantees that the text is shown alongside the graphic.
- ❑ If you decide on a **WRAP THROUGH** style, you can also activate the option **TRANSPARENT WRAP**, which allows the graphic to be used as a type of so-called "watermark" in the background of the text.
- ❑ Confirm the settings by clicking [Ok] or by pressing the **Enter**-key, and the graphic will be repositioned.

**Tip:** The anchor in the upper left corner of the header text indicates which paragraph the selected graphic is anchored to.

In the register dialog **Graphic** you can define several other useful settings. Use this opportunity to try out some of the various possibilities.

Note also that many settings can be defined much quicker and easier with the use of the object bar and the context menus.

- When the mouse is positioned on a graphic, simply push and hold your mouse button to drag the graphic to any position.
- On the graphic frame border are 8 small triangles (sizing handles), which you can use to change the size of the graphic by dragging the triangles with your mouse.
- With the use of the mouse, the four corners of the graphic frame can also be dragged and the graphic will be simultaneously altered in both height and width. By pressing the **SHIFT** key in addition, you can ensure that the height/width ratio remains unchanged.

## Editing graphics with StarImage

Inserted graphics, especially digitalized images, must often be edited in terms of brightness, color intensity, etc.

StarOffice provides you the opportunity to do just this, with the help of StarImage, which can be opened from the Office Manager or your StarOffice folder and run as an individual application.



You can use StarImage as soon as a graphic has been marked in either StarWriter, StarDraw or StarCalc. Please mark your graphic now, and click on the icon displayed at left.

Now you will notice a new function; the starting of StarImage changes the entire appearance of the StarWriter screen. It has actually shifted to the background, to create room for StarImage. This technique is called Inplace Editing. If you look at the menu bar, you will see that there are several new menu commands, providing a completely different functionality.

The concept of object orientation, described earlier in this manual, is further expanded here. At this point, you are currently in the actual StarImage application. The menu bar, the object bars and the functions have been completely exchanged.

However, if you click in the text area of your document, StarImage closes and StarWriter returns to the foreground. At the end of this manual, we will further illustrate that this function is not only possible between StarWriter and StarImage, but between all of the StarOffice applications as well. StarWriter, StarDraw and StarCalc also offer the possibility to run all the other applications "inplace".

If you have quit the StarImage application, return by clicking once again on the above-mentioned icon.

In the toolbar, note the following three icons described below.



- ☐ Picture toolbar: The graphic bar offers you the possibility to rotate images in any angle, or simply to mirror the image at various axes.
- ☐ Color toolbar: The color bar enables you to change the color of parts of your image or the entire image.
- ☐ Effect toolbar: The effect bar allows you to manipulate effects of the entire image, or also just for particular sections.

When you click one of these icons, a small window containing several symbols appears, each representing a different function. Take some time to examine some of the individual functions. To do this, simply click on a symbol, and keeping the mouse button pressed, move into the document area. You have now removed the window with the symbols (also called the "Toolbox") from the object bar, and can freely position it anywhere on your screen. To close the Toolbox, click the "x" in the title bar of the window.



*The Graphic bar*



*The Color bar*



*The Effect bar*

If you briefly rest your mouse pointer on the icon buttons, a small help caption appears telling you which function the icon represents.

If you have not marked a particular area of your image, the function will be applied to the entire graphic. By marking a section of the image with the mouse button pressed, each function will only be applied to the selected area.

With the command **EDIT/UNDO** you can always reverse the last action, so feel free to explore the various possibilities.

After having acquainted yourself with StarImage, please click with the mouse in the document area to return to StarWriter.



## Working with frames

Frames in StarWriter are used to position text, tables and other elements independently from the main text. Fundamentally speaking, a frame is its own separate document, but it can be no larger than one page. A text frame can contain any text of your choice, but may also contain graphics and additional frames.



Insert a frame with **INSERT/FRAME** or click on the icon displayed here at left. Selecting the menu command opens a dialog box, where you can define the size and position of the frame. Clicking the icon, on the other hand, changes the mouse pointer into a cross hair symbol.

With the cross hair, you simply move to the area in the document where you want to position the frame. Click and hold the mouse button, and drag your mouse to create a rectangle representing the size and position of your frame. As soon as you release the mouse button, the actual frame will be displayed.

When you click outside of the frame, you will return to the main text. To mark the frame, click on any of the frame borders.

As with graphics, double-clicking a frame border opens a dialog where you can modify the size, binding, type of border, position, and other various settings of your frame.

Clicking within the marked frame returns you to the input mode, enabling you to insert text, graphics, and other objects.

A frame can also be bound to a paragraph, page or character. Since working with frames is in many aspects identical to working with graphics, we won't go into this in any more detail. Please see the section on working with graphics, or refer to the online help for more information.

## Working with Draw Objects



In addition to inserting frames and graphics, you may also insert various draw objects into your text. To do this, click on the icon shown at left, and drag the Toolbox away from the toolbar.

You may wish to try out some of the various possibilities offered by the Draw Toolbox. A very interesting function is the use of textboxes, which can be rotated to create vertical and diagonal text.

In most other aspects, working and editing draw objects is not significantly different from working with frames and graphics.

## The Mail Merge Function

A very important use of word processing is the creation of mail merges. For this reason, we are including a few tips to help you make effective use of this function.

The AutoPilot, introduced earlier, offers a very easy way of creating document templates for mail merges. The Autopilot automatically inserts the information you select from a database into the addressee field, creates different page styles for the first page and all following pages, and so on. Therefore, if you want to create and apply document templates, we strongly recommend the use of the Autopilot.

## The Address Book

StarWriter also offers you the feature of an integrated address book. It is a predefined database in dBase format, which you can expand to include all types of your own addresses. For example, with the mail merge function, you can use the entries from the address book to send business and personal invitations in one step.

The address book is accessed with the menu command **EDIT/ADDRESS BOOK**. In the address book, you are able to insert, delete and modify addresses to create your own data pool independently of any other database program.

**Note:** Since the address book exists as a database file in dBASE format, it can also be modified outside of StarWriter. Be certain, however, that the structure of the database file not be changed, otherwise it may no longer be possible to insert the address book using the Edit/Address Book command.

The total number of records is shown in parentheses in the title bar. To close the address book, click the "X" symbol in the upper right of the title bar.

## Assign an external database

The menu command **INSERT/DATABASE/VIEW RECORDS** opens the StarWriter database display. In the top section of your screen you will see a so-called "Database browser" and in the bottom half of the screen your actual document will be displayed. You can switch between the windows by simply clicking your mouse in the respective section.

The database browser displays the records of your database in an organized list, providing a practical overview. Note that when you are in the database browser, the Format menu is replaced with the new menu entry Database. In this menu you will find all the necessary functions for registering new databases, and carrying out sort and select operations.

Select the menu command **DATABASE/DATABASE** to open the DATABASE dialog. In this dialog, you can designate the active database, register new databases in StarWriter, and cancel database registrations as well. StarWriter functions with various database formats, one interesting option being the database linking over the ODBC interface of your operating system.

If you would like to register your own database in StarWriter, press [New] and proceed as follows:

- ☐ First, in the register GENERAL, select the desired database format under TYPE. Here, text refers to databases in SDF format (Standard Database Format), where data records are only separated by commas or other characters and each record has been confirmed with „Enter“.
- ☐ In the input field NAME/FILE/DIRECTORY enter the name of the file, including the drive and the directory. You can also search for the database on your hard drive by clicking the button [...] to the right of the input field.
- ☐ When you have entered the correct file name, and if the file is a dBase file, you can end the dialog with [OK]. You may want to double check in the register DBASE that all of the desired options have been activated.
- ☐ If you would like to attach a text database, first check the settings in the register TEXT, otherwise the databank may not be able to attach correctly. Click [OK] to end the dialog.
- ☐ Select your newly registered database from the DATABASE dialog and exit the dialog with [OK].

In the database browser, click the [Close] button located in the object bar.

## Inserting database fields in a document

The only thing left to do is to place your database fields in a document. To do this, open a new empty document and follow along in the explanation below:

- ☐ Please open the dialog Insert Fields command from the menu Insert/Fields.
- ☐ If the desired database is not yet active, select it with the button [DATABASE].
- ☐ From the combo box CATEGORY, choose the command DATABASE. Under FIELD TYPE several options are listed, including the option PRINT MERGE FIELD.
- ☐ Click the MAIL MERGE FIELD option in order to access all available database fields listed to the right under SELECT.
- ☐ You are now able to see all of the existing field names in your database. By double-clicking one of the field names, the field command is inserted into the document at the current position of your text cursor. In contrast to other dialogs, you can exit the INSERT/FIELD COMMAND dialog at any time without closing it, in order to replace your cursor in a different position and insert the next field command.

This function provides you with the opportunity to arrange the address fields for mail merges in any order you prefer.

## Print Merge

You have now seen how to attach an external database or respectively, how to use the data from the address book to create mail merges. Additionally, StarWriter offers various possibilities for printing a personalized letter.

If you only want to send the letter to a specific addressee, proceed as follows:

- ☐ After completing your letter, open the menu `INSERT/DATABASE`.
- ☐ In the database browser, select the addressee to whom the letter will be sent. Then click the `[UPDATE]` button in the database object bar.
- ☐ The field commands are automatically filled out with the addressee information. Exit the database browser with `[CLOSE]`, and finally, print the letter with the command `File/Print`.

If the letter is to be sent via print merge to several addressees, proceed as follows:

- ☐ Open the `FILE` menu and select the `MAIL MERGE` command.
- ☐ To print all records, confirm the dialog with `[OK]`.
- ☐ If you have already saved a database query in the database browser, click `[QUERY]` to load your query and print the mail merge directly afterwards.
- ☐ Clicking on `[DATABASE]` enables you to select data records manually, or to filter the records with a query. Only the records which are marked will be printed. End the selection in the database browser with `[PRINT]`.

## Conclusion

The mail merge chapter is now concluded. Naturally, StarWriter offers many additional functions, which were not covered in this introduction. For more information, please refer to the online help.

You should now be familiar with the most important functions of StarWriter, and be able to carry out many routine tasks without any problems. We hope you enjoy exploring the further features and possibilities offered in StarWriter.

# StarCalc

StarCalc is a powerful spreadsheet tool which enables you to calculate financial data, sales figures, or analyze payment records, for example.

In this chapter, you will become acquainted with the many various options available to you in StarCalc. Your data is recorded in worksheets, which are attached to a StarCalc document. In this manner, you are able to link and calculate data from various spreadsheets.

StarCalc offers a comprehensive collection of formulas with mathematical functions, which enable you to solve even the most difficult calculation problems, be it in the area of finance and mathematics, or the scientific and statistical field.

With the Designer, StarCalc provides a tool for formatting spreadsheets. If the preparation and presentation of data material comes into play for you, the designer can support you in defining and applying cell formats. The Designer function has been explained already in the StarWriter introduction, so we will not go into further detail here.

We will explain the most important operating elements of StarCalc in this guide, but for more detailed information refer to the online help of the individual application.

## Working with Spreadsheets

At this point, please start StarCalc, so that you may follow along with the examples. Take a look at the empty table; this is the worksheet where you will input, manage and calculate your data.

In this chapter, you will learn how to enter values into the table cells, and how to edit the cells. StarCalc supports you with numerous automations during the input of values. For example, entire data series can be automatically filled out using the Fill function. By inserting an example table, you will discover how to mark and format sections, delete the contents of a section, and further basic skills for working with spreadsheets.

### Setting up a table

A table is made up of a number of rows, numbered from 1 to 8192, and a number of columns indicated by a letter from A to Z, AA, AB, etc. The rows and columns form cells, which are referred to by the column and row headers. For example, cell A1 is at the top left, A2 is to the right of A1, and so on. All in all, there are over 2 million cells in every StarCalc spreadsheet.

Each StarCalc document can contain up to 255 worksheets, which are listed behind each other in sheet registers. A new spreadsheet contains only one sheet register at first, titled „Unnamed1“

In a new table, the cell A1 will be activated, indicated by a selection frame around the cell. When you input a value in a cell, the new value will always be positioned in the active cell. Activating a cell is, however, different from marking cells and sections. Marked cells are inverted to display a black background, and can be formatted, copied or deleted in one step.

## The cell

The basic element of a spreadsheet is the cell. Each cell is clearly defined by a cell reference according to the corresponding column and row. Columns are alphabetically ordered, beginning with the letter „A“, and rows are consecutively numbered, beginning with the number „1“.

Each cell may contain either a number, a text or another value, for example a logical value or a calculation formula. When the cell contains a formula, StarCalc calculates the result and displays it in the cell. You can also enter numbers, text or other values directly in a cell by clicking the desired cell with your mouse, thus activating the cell, and beginning your input. Note that a formula must always begin with an equal sign. In the course of this chapter, you will see how to undertake other various data inputs in cells.

## The cell cursor

The cell cursor is indicated by the above-mentioned selection frame. As with the text cursor in word processing, you can move the cell cursor to any cell using the **TAB** or arrow keys.

## Cell block

Cell blocks are made up of a range of two or more cells combined in a rectangular form. For instance, the cells A1, A2 and A3 form the cell block A1 to A3, referred to as A1:A3.

The cells A1, A2, A3, B1, B2, B3 also form a cell block, clearly indicated as A1:B3.

At any given time, only a portion of the worksheet is visible. Using the scroll bar at the right margin of your document area, you can shift the sheet view vertically, and with the scroll bar at the bottom of your screen, you can shift the view horizontally.

**Tip:** Using the scroll bar to shift the view has no effect on the actual cursor position, or likewise, on the current markings within the table.

Activate any cell in the currently visible table area by clicking the respective cell with your mouse. Additionally, you can move the cell cursor to various table positions

using certain key combinations. For example, to move your cursor to the top or bottom of the sheet, use **CONTROL-Pos1** or **CONTROL-End**. Any existing cell markings will be cleared, and the new cell position will be activated.

Of course, you can also move within the table using the arrow keys. Additionally, the page up and page down keys allow you to shift the sheet view as well. By pressing the **Shift** key at the same time, you can select an entire area of the table.

**Note:** Shifting the sheet view and the specific control of cell positions are some of the elementary means of setting up a table. We recommend you try out the above described methods of moving within a table and controlling the cell positions.

## Creating a table

The following example will illustrate how to design a table in StarCalc. We will create a table depicting the sales turnover of a hotel based on various room categories.

Activate cell A4, by clicking within the cell with your mouse to display the selection frame, and enter the text „Months“.

Press the **right arrow** key to activate the bordering cell „B4“ of the same row. In doing so, the entry in cell A4 is confirmed, and cell B4 is now activated.

Now enter the room categories. In cell B4 type „Normal“, in cell C4 type „Business“, in D4 and E4 type „Luxurious“ and „Room“, respectively.

At this point, we would like to direct your attention to the StarCalc formula bar. You may recognize the formula bar from StarWriter, however, there it was only displayed when activated with the function key **F2**. In StarCalc, the formula bar is a fundamental operating element and is therefore visible at all times.

Next, we will explain how to edit cells containing existing data.

- Activate cell B4 and enter the word „Standard“. You have now discovered the first method used in editing cell contents by simply replacing the existing data with a new entry.
- Activate cell E4 and then click in the input line of the formula bar, where the word „Rooms“ appears. A text cursor appears in the input line, which can be moved using the arrow keys to delete the existing text. Please replace the entry „Rooms“ with „Suites“ and confirm the input with **Enter**.
- Next, activate cell D4 by double-clicking within the cell. A text cursor appears in the cell next to the word „Luxurious“. Delete the last four letters of the word and type the letter „y“ to change the word to „Luxury“.

When you click a cell once, the contents are shown additionally in the input line of the formula bar. You can then click the input line and edit the cell contents. However, simply double-clicking a cell enables you to directly insert or edit the cell contents. This method of in-cell editing is recommended, since it is for instance, the only way to mark an individual section of text using the mouse, and apply a different formatting within the cell.

If you prefer using the keyboard, you can also edit the contents of an active cell by pressing the function key **F2**.

Next we will enter the row titles, using the Auto Fill function. This feature allows you to carry out standardized entries, such as names of the months, or days of the week, etc. with the mouse. StarCalc utilizes elements from various integrated series lists to automate such entries.



- ☐ Activate cell A5 and enter the text „January“. Click the checkmark symbol „ACCEPT“ in the formula bar, shown here at left, to confirm the entry. The cell cursor returns to the original cell A5 and reactivates it.
- ☐ Now briefly rest the mouse pointer on the lower right corner of the selection frame, and the mouse pointer will appear in the form of a cross hair. Then press and hold the mouse button.
- ☐ Drag the mouse downwards and note a red FILL frame following the pointer. Continue dragging the frame vertically downwards marking all cells up to A16.
- ☐ After marking the cell block with the red FILL frame, release the mouse button. The names of the months will be completely filled out in the cell block from A5 to A16. Row 16 forms a border indicating the bottom of the table.

Up until now you have learned only how to enter text for the row and column titles, using the AutoFill feature to automate the entry of information defined by a certain series order.

Now we will complete the table block B5 to E16 with number entries, to display the revenue totals from January through December. Numbers are entered in the active cell using the same techniques for entering text, and can also be edited in the same way. Note that numbers are aligned to the right of the cells, whereas text is generally aligned left.

- ☐ Activate cell B5 and enter the fixed decimal value 216000.5. Press the **right arrow** key to activate the cell to the right, and enter the fixed decimal value 64,9750.2. In the remaining cells, enter any values between 100,000 and 900,000.



**Note:** After having entered a value in the last cell of a row, activate the first cell of the next row (B6) with the mouse, and enter a value. Use this method to complete the table. You can also enter your values by activating one cell after the other using the arrow keys.

Now completely fill the table with all data.

## Marking sections of a table

Marking certain sections of a table is one of the most often used methods in working with spreadsheets.

To mark the desired section, proceed as follows:

- ☐ Move your mouse to the upper left cell of the table section which you intend to mark; in this example, cell B5.
- ☐ Press the mouse button and drag your mouse over the entire range you wish to mark. When you come to the bottom right cell, in this example E16, release the mouse button. The selected range will be displayed in inverted format with a black background.

**Tip:** You can mark adjoining cells or sections with the mouse as well, not only as in our example from upper left to bottom right, but also from bottom left to upper right, from right to left, or in any other direction.

Of course, you can also select entire rows or columns individually.

- ☐ Rows and columns are indicated by the respective number or letter in the gray area to the left of each row or column, called „headings“, which also serve as buttons for selecting entire rows and columns.
- ☐ Click on one of the row or column headings to select the entire row or column.

**Note:** Be aware that selecting entire rows or columns includes the complete range of columns from A to IX, or rows from 1 to 8192, respectively.

Additionally, you can select several adjacent rows or columns.

- ☐ Click on the respective row or column heading and drag the mouse to select the adjoining row or column headings of the rows and columns to be included in the selected range.

Selecting an individual cell requires the use of a slightly different technique:

- ☐ Click the cell you wish to select, and hold the mouse button pressed. Now move the mouse pointer outside of the cell and back again. Finally, release the mouse button and the selected cell will be indicated by a black background.

Sometimes it is also necessary to select non-adjacent table sections, for example to apply the same format to different sections, or to delete the contents of selected cells. Marking non-adjacent sections of a table is called a „Multiple Selection“

- A multiple selection requires you to press the **CONTROL** key while marking individual cells or ranges with your mouse. While holding the **CONTROL** key pressed, you are able to select as many areas in the table as you wish. You can then carry out the desired function for all marked cells. As soon as you release the **CONTROL** key, and click elsewhere within the spreadsheet, the marking disappears.

## Formatting sections of a table

StarCalc enables you to not only insert tables, but also to create presentations based on the tables. Therefore, a great deal of importance is placed on the formatting of individual table sections.

Let us review the previous steps up to this point. The example table has been formed based on three table sections: the row titles, column titles, and the data area containing the numerical values.

In order to improve the „readability“ of a table, you may wish to highlight individual sections with special formatting.

The easiest way to improve the appearance of a table is with the AutoFormat function, found in the menu **FORMAT/AUTOFORMAT**. This feature works in exactly the same way as the respective function in StarWriter.

However, at this point we would like to explain how to format a table manually.

The simplest way to create formatting effects is by applying text and line attributes to make a text stand out.

The row and column titles could be emphasized, for example, by applying bold font effects, and centering the text in the cell. To do this, carry out the following steps.

- First select all row and column titles in Column A and Row 4 with the aid of the mouse, using the multiple selection method.
- Click the **CENTER** icon in the ribbon toolbar, and then click the **BOLD** icon. Both attributes will be immediately applied to the cells, whereby the icon buttons remain activated. By clicking on the icons once again, the respective attributes will be removed.

The second step in formatting a table section involves applying formats to individual cell areas using line attributes. Again, all sections must be selected before applying the desired attributes.

- ☐ Using the mouse, select all column titles in Row 4.
- ☐ Click on the **BORDER** icon to access a toolbox containing 12 border styles.
- ☐ Select the style which has only a bottom border, by clicking it with your mouse.
- ☐ Repeat these steps to format the row titles. This time select the style which has only a right border.

**Note:** All cell areas must be selected one after the other in order to apply a border style from the **BORDER** box. It is not possible to apply border styles in one step to multiple selections, since the styles are single border types.

After formatting the row and column titles with font and line attributes, move on to formatting the numerical values in the table.

A uniform formatting should be applied to the numerical area of the table, to emphasize the revenue figures in our example.

Formatting enables you to define all the values in this section to be displayed right-aligned, with two decimal places, a thousands indicator and the respective currency symbol (\$).

- ☐ Select the numerical area of the table ranging from cell B5 to E16. Be sure that only the numerical area is marked.
- ☐ Open the register dialog **CELL ATTRIBUTES** from the menu **FORMAT/CELL** and if necessary, activate the register **NUMBERS**. This register contains all the essential options for applying particular formats to various character strings.
- ☐ From the **CATEGORY** list field, select **CURRENCY**.
- ☐ In the **FORMAT** list field are various format codes corresponding to the selected category. Select the pre-existing format code „**#,##0.00**“
- ☐ End the dialog with **[Ok]**.

Note that the cell entries in the numerical area of the table contain three number symbols (###) instead of actual numbers. This indicates that the cell entries do not completely fit in the cells. To display the cell contents in entirety, the column widths must be expanded. Please proceed as follows:

- ☐ Select the entire table range from A4 to E16.
- ☐ Select the menu command **FORMAT/COLUMN/AUTO FIT**
- ☐ You do not need to change the presets displayed in the Optimal Column Width dialog at this time; simply click **[Ok]** to close the dialog and automatically apply the optimal column width.

You will see that the column widths have been automatically adjusted to accommodate the longest cell entry in each column.

Alternatively, you can also modify the column widths manually.

- ☐ Rest the mouse pointer on the line between the column headings A and B. The mouse pointer now appears as a line with arrows (a so-called „handle“).
- ☐ Press the mouse button and drag the handle about 2 cm to the right, thereby enlarging column A.

## Inserting a Title

Applying text and line attributes to a table, as well as the application of a uniform format are some of the routine tasks involved in creating tables. In the next step, you will add a heading or a title to your table.

- ☐ Activate cell B2.
- ☐ Enter the following text: „Monthly Revenues for 1994“.
- ☐ End the text entry with *Enter*.

**Note:** Although you have entered a text which is longer than the width of cell B2, it is not necessary to change the column widths. StarCalc automatically expands the cell area as soon as the column width has been exceeded.

The font type and style for text entry is the same as the standard format defined for the worksheet. However, since a title should stand out from the rest of the sheet, you will probably want to apply a different font and point size.

- ☐ First, activate cell B2, which contains the heading.
- ☐ Open the register dialog `CELL ATTRIBUTES` from the menu `FORMAT/CELL`, or alternatively with the `FORMAT CELLS` command from the context menu.
- ☐ Select the `FONT` register, which contains all of the options regarding format effects for character strings, including text attributes such as font style, font size, etc.
- ☐ Choose the font „Times New Roman“ from the list box, but leave the style as „Standard“. In the third list box, select the font size „18“. It is not necessary to change any of the remaining options. To end the dialog, click [Ok].

As you can see, the height of row 2 has been automatically adjusted to accommodate the new font size. However, this does not always happen automatically:

**Note:** If the row height has been manually adjusted, and changes are made later to contents of a cell, the row height will not be automatically adjusted. However, when

you reapply the AutoFit format, any subsequent changes will be automatically adjusted for.

## Deleting cell contents

StarCalc offers several possibilities for deleting cell contents. Following is a brief explanation of one method.

- ☐ Activate cell A1.
- ☐ Press **DEL**, to access the dialog `DELETE CONTENTS`.
- ☐ Simply click [Ok], and the contents of cell A1 will be deleted.

## Spreadsheet Calculations

Another important area of working with spreadsheets is the calculation feature. In this section, we will introduce some of the most important functions.

### Basic calculations

To illustrate the use of some basic calculation functions, we will continue with our example. The next step will be to complete your table by including a few calculation results, for instance, the monthly revenues as well as the total revenues for each category.

Begin by activating cell A1. You may have to use the scroll bars to display the respective cells. The quickest way to return to the top of the sheet is with the key combination **Control-POS1**. Directly within the active cell, you can calculate a simple formula just as with a calculator.

As an example, assume you want to find out how much a hotel room would cost for three days, if a 12% discount off the daily price of \$180.00 is offered.

The only thing you need to remember is the rule that all calculations in cells must begin with an equal sign. Therefore, proceed by entering an equal sign in cell A1, or click the `FUNCTION` button at the left of the formula bar.

Type the calculation formula:  $180*3-(180*3*12\%)$

Here you are calculating 3 days at the daily rate of \$180.00 ( $180*3$ ) minus 12% of this sum.

As soon as you press the **Enter** key, or click the **ACCEPT** symbol in the formula bar, the result appears, and is automatically formatted according to the defined format of the current cell. In this case, you should obtain 475.20 as the result.

Now, please delete the contents of cell A1, by clicking the cell and pressing **Del**.

## Cell References

In addition to calculating directly in the cell, you can also refer to the amounts previously entered in the table. This is very simple: instead of entering a number, give the position of the cell (the cell reference) in the formula.

For example, if you want to find out how much the January revenues in the standard category come to, including an 9% sales tax, you can perform this calculation without having to type the revenue value into the formula.

First, activate cell A1 by clicking it once.

To multiply the contents of cell C5 (the January revenues for the standard category) by 1.09, enter the formula `=C5 * 1.09` in cell A1.

- ☐ As soon as you click the **ACCEPT** symbol, the result appears in the cell. In this case you should end up with \$235,440.5 You may have to first expand the width of the cell, by double-clicking the cell separator between the column headers A and B.

For this type of calculation, it is not necessary to enter the cell reference directly. It is sufficient if you simply click on the respective cell as you enter the formula.

- ☐ Activate cell A1. Note the appearance of a pre-defined formula in the input line of the formula bar. Click at the end of the input line and delete the existing values, except for the equal sign.
- ☐ In the input line you will see a blinking text cursor directly after the equal sign, and the symbols **CANCEL** and **ACCEPT** are now visible. This signifies that StarCalc is currently in the formula input mode.
- ☐ In the input mode, you can mark individual cells by clicking them with your mouse. The cell reference is thereby automatically copied to the input line. Respectively, if you click a range of cells, the reference is copied to the input line as well.
- ☐ Click on cell C5, and note the reference `=C5` in the input line.
- ☐ Enter the rest of the formula (`*1.15`) manually using the keyboard, and press **Enter**. The formula will then be executed, and the final result displayed in cell A1.

Once again, delete the contents of cell A1, as we will now move on to the data area of the example table.

At this point, instead of referring to individual cells, you can use the cell reference of the entire range of cells for the formula input. Note, however, that basic calculations i.e. adding, subtracting, etc. cannot be performed on a cell range using a manual formula input. Rather, StarCalc offers a number of calculation functions which are applicable to all values in a selected range, and from which the result can then be calculated. The simplest function of this type is the Sum function.

## Calculating using Functions

StarCalc offers three possibilities of summing values in tables: the Sum function, the Function Autopilot, or directly entering the specified function in the input row. The sum function is such a frequently used function, that it can be directly accessed from the symbol in the formula bar, and applied to any cell within a spreadsheet.

In addition to the sum function, the formula bar also contains a symbol to start the FUNCTION AUTOPILOT, as well as a symbol to insert an equal sign into the input line.

The FUNCTION AUTOPILOT is a fundamental tool in StarCalc. The Autopilot offers a number of mathematical functions with which you can carry out even the most complicated finance operations or statistical calculations.

We will now put the Sum function to work by totaling the values of the individual columns. The sum of the twelve numbers in column C will be calculated, and the result then placed in cell C18, leaving cell C17 blank.

- ☐ Activate cell C18, in which the sum of column C is to be calculated.
- ☐ Click the Sum symbol, shown here at left, from the formula bar.
- ☐ The sum function will now be executed in cell C18. Note that the function name is listed after the equal sign in both the active cell and the input line. Enclosed in parentheses to the right of the function name is the argument, shown not as numbers, but as a beginning and end cell reference.
- ☐ The data area to be calculated with the sum function, in this case Column C, will be displayed with a red frame, indicating the defined area.
- ☐ Press **Enter** to automatically execute the calculation. The sum will appear at the bottom of the column in cell C18.



Although the sum formula has been calculated, only the formula itself will be displayed in the input line of the formula bar, and not the result. This enables you to review which formula and which data area the resulting value was based on.

## Calculating results using the fill feature

After calculating the first column of the table, now continue with column D, E, and F. You can do this by applying the sum function in each of the respective cells where you want the total to appear, using the sum symbol. However, an even easier way is available with the use of the Fill feature. This technique enables you to copy the sum formula and apply it in adjacent areas.

- ☐ Activate cell C18.
- ☐ Place your mouse pointer on the bottom right corner of the active cell and rest it there until a cross-hair appears. Press and hold the mouse button.
- ☐ Drag the selection frame horizontally to the right, marking cells D18, E18 and F18. The defined cells will be displayed with a red frame around the entire area.
- ☐ Release the mouse button.

The sums of columns D, E and F will be displayed in the respective result cells.

**Note:** When you calculate a result using the sum function, the cell format is not automatically adapted to the cell format of the cells which the calculation was based on. A standard cell format must first be applied to the cells where you want the total to appear. However, using the fill technique to copy a function from a previously formatted cell, automatically applies the same format to the adjoining cells.

Calculating results of the table rows can likewise be performed using the Sum function and the Fill technique. Try out these methods for yourself, and calculate the values corresponding to each of the rows.

Since the goal is not only to obtain the subtotals of each of the rows and columns, but also the total yearly revenue figures of each of the four categories, the sum function will be applied once again.

To calculate the total sums of the table, you have a choice of several methods, which however, all provide the same result. Position the insertion point in cell G18, where you want the total to appear, and either apply the sum function to the entire data range of C5:F16, or calculate the sum of Column G or Row 18. Follow the example below to sum Row 18.

- ☐ Activate cell G18.
- ☐ Select the sum symbol from the formula bar.
- ☐ The sum function will be inserted into cell G18. In the sum formula, note that the cell references G5:G16 have been defined as the argument. To modify the argument, mark cells D18:F18 instead, by placing your mouse pointer in cell D18 and holding the mouse button, then drag a red frame across to F18. Release the mouse button.



- ☐ Click the **ACCEPT** symbol in the formula bar, and the total result will immediately be displayed in cell G18.

## Creating diagrams and charts

If you have already had some experience working with larger charts, you probably are familiar with the problem of too many numbers leading to more confusion than clarity. With StarCalc, you are able to format your table in such a way, that the results are immediately recognizable and understandable.

To present figures visually, you should definitely take advantage of charts and diagrams, which are utilized to display results based on a table or spreadsheet. In this respect, StarOffice offers the StarChart application, which can either be run as an individual program, or used in the in-place mode within StarCalc, as well.

### Inserting a chart

To insert a chart based on your current example table, proceed as follows:



- ☐ Select a cell within the table and click on the icon, shown here at left, in the toolbar.
- ☐ The entire table will automatically be selected, and the mouse pointer changes into a cross hair symbol. Drag the mouse to form an area in which you want your chart to be positioned. Be sure that the area chosen is large enough that you will be able to recognize the details of the chart. We have chosen the area from cell B18 to F34 for this example.
- ☐ StarChart opens the **AUTOFORMAT** dialog where you are able to define the appearance of your chart. In the first dialog, you are given the opportunity to modify the selected data area. Additionally, you can decide if the first row and column of the table should serve as headings. For the time being, leave these settings unchanged, since they already correspond with our current requirements. Confirm the entry, and move on to the next dialog with **[CONTINUE]**.
- ☐ In the next dialog, you can choose which main type of chart or diagram you would prefer. Here, as well, leave the current settings unchanged. You will be given the opportunity to modify these settings later. Confirm with **[CONTINUE]**.
- ☐ According to the main chart type chosen, The **AUTOFORMAT** dialog now offers you various ways of displaying your diagram. If you have not made any modifications up to now, you are now given the opportunity to choose between a „normal“, „tiled“ or „percent“ display. Additionally, you can activate gridlines for the individual x and y axes. Select the preferred type of display and click **[CONTINUE]** once again.

- In the final dialog, you can choose to include a diagram title, as well as captions for the x and y axes. In more extensive diagrams, it is recommended to include a legend, as well, so that you are able to classify the data with the corresponding values displayed in the chart. The final option enables you to define whether the chart data series is to be interpreted based on the data in the columns or in the rows of the table. Again, please leave the pre-defined settings unchanged and end the dialog with [FINISH].

The diagram will be created and StarChart will automatically be activated in the in-place mode, since generally there are a few additional fine tunings to be done until the diagram meets your exact wishes. To return to StarCalc, click anywhere outside of your diagram.

## Editing data within a chart

Simply double-click within the diagram to return to StarChart at any time to edit your chart. Please double-click your diagram now.

StarChart offers an extensive range of functions, which you may want to explore at this point. The explanation in this section will, however, be confined to a few of the most important functions.



- Via the two icons displayed at left, you can choose whether the data series in your diagram should be displayed corresponding to the data in the columns or in the rows of your table. Change the setting and then select your preferred portrayal.
- From the menu **FORMAT/CHART TYPE** you can select a different type of chart for displaying your data. Try out the 3D bar graph, for instance.
- Finally, click anywhere outside of your diagram to return to StarCalc.

## Updating a chart

In many applications, figures are continually updated, naturally requiring the corresponding charts to be updated as well. Take, for instance, the revenue totals in our example table. Make some changes to the figures, and proceed as follows to update your chart.

StarCalc does not perform this function automatically, however, the update process can be activated at any time by simply pressing **F9**, and the diagram will immediately be recalculated. The advantage of this method is that you can make several changes one after the other, without having to wait for an automatic update after each modification.

## Modifying the data area

In some cases, you may need to make subsequent changes regarding the data area of your diagram. In the following example, modify the diagram to refer only to the first quarter of the year.

- Using your mouse, select the area from cell B4 to F7, including the heading as well as the data of the first quarter in the selection.
- Now position your mouse within the marked area, and press the mouse button.
- Remain briefly in this position, and then drag the mouse to your diagram. Finally, release the mouse button.

The chart will be recalculated based on the new data area and after a few seconds an updated chart will be displayed.

Currently it is only possible to have an adjoining section of your table displayed as a diagram. You are not able to use the multiple selection function. However, depending on the task, StarCalc offers an alternative, which we will now introduce.

## Hiding sections of a table

In order to explain the idea behind this function, we will continue with our example. A table containing revenue figures is usually updated monthly or quarterly. To ensure that the data in the chart remains clear and understandable, you may wish to only display the figures for the past 12 months.

To reconstruct the following example, you must first expand your table.

- Using your mouse, select the row headings of Row 17 to 20, in order to insert additional rows for the new quarterly results.
- Click the right mouse button and from the context menu select the menu command **INSERT ROWS**. StarCalc inserts 3 new rows in the current table position, and shifts your chart correspondingly lower.
- Click in cell B16, and place your mouse on the lower right corner of the cell. Press and hold the mouse button, then drag the area across to cell B19. Release the mouse button. StarCalc inserts an automatic series listing the months from January to March.
- Finally, enter new revenue figures in the data range C17:F19.

As mentioned above, we are only interested in the figures for the last 12 months. Therefore, it is not necessary to display the data from rows 5 to 7 at this time.

Using your mouse, select the row headings of Row 5 to 7.

- ☐ Click the right mouse button and from the context menu select the menu command **HIDE**. StarCalc deletes the rows from the visible area, and you now have an adjacent area for your new chart.
- ☐ Finally, using your mouse, select the entire table and update your chart, as explained in the section „Modifying the data area“

This method of operation enables you to compare the quarterly results of two years, as well. Finally, in order to redisplay the hidden cells, select the row headings of rows 4 and 8, click the right mouse button, and select the command **SHOW**.

## The Page Concept

A spreadsheet page differs from a text page of a program like StarWriter mainly in that the classification between a document page and the printed page is not as obviously defined. In word processing, the page format is generally defined by the chosen paper format. Based on the paper format, the type area is then defined according to the measurement of the page margins.

With a spreadsheet on the other hand, the page layout defined for your spreadsheet must be differentiated from the printed page format. Bear in mind, that a StarCalc spreadsheet has an area of 8192 x 256 cells. Extensive spreadsheets often cannot be printed on one page. In the page layout, you are able to define where new pages are to begin, by setting column and row breaks. The areas between defined page breaks are then printed on the corresponding pages.

## Defining the Page Layout of a Spreadsheet

StarCalc offers numerous possibilities enabling you to format a spreadsheet with regard to the printed page.

- ☐ To define the page layout of a spreadsheet, select the menu command **PAGE** from the **FORMAT** menu.
- ☐ A dialog box with five registers will appear, in which you can define the details of the page layout for your spreadsheet.

The basic settings for the page layout must be defined in the **PAGE** register. Here you can define numerous page settings, including Paper Format and Page Margins.

- ☐ Under Paper Format, select the Landscape option but keep the preset letter format.
- ☐ Activate both options for horizontal and vertical **ALIGNMENT**, so that the table will be printed in the center of the page.

- ☐ You can see the resulting effect of all settings using the Preview. For example, as soon as you select the option LANDSCAPE, the table will be displayed in the Preview area in the respective format.

To identify the contents of a sheet, you can assign a header or footer with the page number, the total number of pages in the spreadsheet, date, time and document name. We will describe only how to define the header; the footer register is practically identical.

- ☐ Activate the HEADER register, which contains options allowing you to define the size, position and content of the header in the page layout.
- ☐ If the header height is not already at 0.50 cm, enter HEADER HEIGHT 0.50 cm, or use the small arrows to change the settings.
- ☐ All changes made to the margins or the header height can be seen in the Preview.
- ☐ You may want to display certain document information in the header. To enter your information, click the [EDIT] button to open the HEADER register.

### *The Header Dialog*

The HEADER dialog is divided in a left, middle and center area. In each of the three areas you can place a text mark, enter text or format your text. The texts will be respectively aligned to the right, left, or center.

**Note:** Headers and Footers can also be edited from the EDIT menu with the HEADERS & FOOTERS command. All options regarding text input for Headers is also available in a separate register for Footers.

Since the main function of a Header is to supply document information such as Content, Title, or Date of Creation of your table, there are six icons in this dialog, which allow you to insert field commands in the Header. When printing your spreadsheet, the fields ensure that the information displayed in the Header, such as File Name, Sheet Name, Page Number, Print Time or Print Date are correct and up-to-date.

In the center section, the field command for the Sheet Name is already present. When printing, or in the print preview mode, the field will be automatically replaced by the name you have given to your spreadsheet. Since no changes have been made as yet, the current name appears as „Table 1“.



*The name of the current spreadsheet, seen above the status bar.*

- ☐ Click the LEFT SECTION input field and enter the text „Created on: “
- ☐ Click on the DATE icon to insert a placeholder for the actual date.
- ☐ Click the RIGHT SECTION input field and then on the FILE NAME icon. When the spreadsheet is printed, the field command will be replaced by the file name.



It is not only possible to place document information in a header, rather this text can also be formatted in the same style as the rest of the table, if desired. To do this, mark any text or field commands and click on the icon displayed at left to define the font style and size for the selected section of your header.

- End the Header dialog by clicking [OK].
- Then close the PAGE register dialog by clicking [OK] once again, and note the changes made to your spreadsheet.

Note the dotted lines which now appear on your spreadsheet, corresponding to the page settings. These lines indicate the area which will fit on one printed page. Since the table no longer fits completely on one page, you will need to reduce the size of the table, or decrease the top and bottom margins in the FORMAT/PAGE dialog.

Alternatively, you can scale the size of the table in the TABLE register within the PAGE dialog. Using the setting MAXIMUM PAGE NUMBER you can define the maximum number of pages on which the spreadsheet may be divided. StarCalc then attempts to reduce the table size correspondingly. These settings are limited, however, to a reduction of up to 20%.

## The Spreadsheet Page View

Before printing your spreadsheet, you should take advantage of the opportunity to check how your printed page will appear. From the FILE menu, select the menu command PRINT PREVIEW. The print preview of each page of a StarCalc document enables you to view the page layout and check for possible design mistakes before printing. The advantage of a print preview over a normal sheet view is especially noticeable in that the page layout includes the complete headers and footers, as well as margin settings. The Print Preview displays the table exactly as it will appear when printed.

The Print Preview of the edited document is an independent area of operation. Using the toolbar at the top left of the Print Preview, you can control the display of your document with several options provided by the icons.

Click the icons ENLARGE / REDUCE SCALE, for example, in order to recognize details more easily and achieve a better view of the entire page.

- Clicking the FULLSCREEN icon enables you to enlarge the view of the current page to the entire screen. To return to the normal display, press the key combination **STRG-ALT-O** or **ESC**.
- If a table is made up of several pages, you can view each page after the other in the Print Preview, using the page icons in the toolbar.
- Additionally, you are able to print a document directly from Print Preview by clicking the PRINT icon.
- End the Print Preview by clicking the [CLOSE] button.

## Working with 3D-Tables

StarCalc is a powerful spreadsheet calculation tool, which can manage large amounts of data in so-called 3-D Tables. When you create a table, define row and column titles, enter data in cells, etc. you are working at the moment in two dimensions. The 3-D concept first comes into effect when further spreadsheets are added to your StarCalc document.

Since StarCalc allows you to manage up to 256 spreadsheets in one document, you can imagine how much information from different tables can be combined in one document. The 3-D concept comes into play when information organized in individual spreadsheets is brought into connection with each other.

For exactly this purpose, StarCalc offers a number of tools specifically for linking, updating and calculating data from various spreadsheets. This makes it possible to consolidate data from one spreadsheet to a table, and to compute the data in another spreadsheet with the aid of calculation functions.

To continue in this chapter with our previous example, please make the following changes to your spreadsheet.

- ☐ Delete the previously inserted chart, as we will no longer need it for the following examples.
- ☐ If you followed the example in the last section, your table should now be expanded by three months. Please mark the row headings 17-20, click on the right mouse button and select the command `DELETE ROWS` from the context menu.

## Creating a New Spreadsheet

If a single spreadsheet in a StarCalc document is not sufficient for organizing all your data, and you wish to construct further tables with new data, simply begin with the creation of a second spreadsheet. Before continuing, however, we recommend you assign a new name to your current spreadsheet.

- ☐ Hold the **ALT** key and click with your mouse on the sheet tab "Table1".



*Click on the text „Table1“*

- ☐ Using the **Backspace** key, please delete the entire text and enter "Revenue 94" as the new name.
- ☐ Press **Enter** to confirm the entry.

StarCalc provides two possibilities for inserting new spreadsheets in a document: by selecting the respective command from the `INSERT` menu, or from the context menu of a sheet tab.



Proceed as follows to insert a new spreadsheet from the **INSERT** menu.

- ☐ Select the command **SHEET** from the **INSERT** menu. A dialog box will appear where you can insert the name of the new sheet.
- ☐ Enter „Revenue 92 “ and click [Ok].
- ☐ Upon closing the dialog box, a new spreadsheet titled „Revenue 92“ will be inserted in your document and placed in front of the active spreadsheet.
- ☐ The new spreadsheet is immediately active after insertion, enabling you to directly begin working with your new sheet.

An even quicker way to insert a spreadsheet in a document is from the context menu. Please follow these steps to insert an additional spreadsheet.

- ☐ Click with the right mouse button on the sheet tab of the currently active spreadsheet „Revenue 92“.
- ☐ As soon as you click on the sheet tab, a context menu appears, which contains all of the necessary commands for organizing and naming spreadsheets.
- ☐ Select the **INSERT** command from the context menu. In the **INSERT TABLE** dialog box, enter „Revenue 93“ as the name of the new spreadsheet and end the dialog with[Ok].
- ☐ The new spreadsheet will be inserted in front of the active sheet in your document.

To view all sheet tabs, you may need to enlarge the display area. Place your mouse pointer in the narrow bar between the sheet tabs and the horizontal scroll bar, and a vertical bar with two arrows will appear.

Click and drag the the bar to the right to expand the area. Release the mouse button when all three sheet tabs are visible in the display.

## The Order of Spreadsheets in a Document

Up to now, all new sheets have been inserted in front of the active spreadsheet. It is also possible, however, to insert the new spreadsheet behind all existing sheets. From the context menu of a sheet tab, select the command **APPEND** and the new sheet will be placed at the end of the row.

StarCalc offers a flexible arrangement of spreadsheets, allowing you to move each sheet to a new position at any time. As an example, change the order of your spreadsheets to display first the sheet tab „Revenue 94“ at left, then „Revenue 93“ and finally „Revenue 92“.

- ☐ Place your mouse pointer on the sheet tab which you want to move to a new position, i.e. „Revenue 92“ in this example.

- ❑ Click and hold the mouse button and note the small rectangle outline which follows the movement of the mouse pointer. On the sheet tabs, small arrows indicate where the current sheet tab will be moved to when you release the mouse button.
- ❑ Drag the mouse to the right, until a small arrow appears on the „Revenue 94“ sheet tab. Upon releasing the mouse button, the current sheet „Revenue 92“ is moved behind the „Revenue 94“ sheet.
- ❑ Use the same method to move the 93 sheet between 94 and 92. Finally, click on the left sheet tab "Revenue 94" to activate the spreadsheet.

Your document should now contain three spreadsheets, only one of which has been edited and calculated. The two new spreadsheets are set up to begin creating and editing additional tables.

Each spreadsheet represents an independent unit within a document. You can switch at any time between the individual spreadsheets, add and edit data, use calculation functions, or apply StarCalc functions to multiple sheets.

- ❑ Each spreadsheet can be activated by clicking on the respective sheet tab.
- ❑ The more spreadsheets you organize in a document, the more likely it will be that not all sheet tabs appear in the display next to the horizontal scroll bar.

**Note:** The horizontal scroll bar is used to shift the view of a sheet's contents to the left or right. Directly to the left of the scroll bar is a small bar, which you are able to drag to reduce the width of the scroll bar, thus displaying additional sheet tabs hidden behind the scroll bar.

## Copying and Moving Data

In the following section, you will be introduced to various methods of copying data. Each of the StarOffice applications offer several alternatives for copying data; whereas the explanation given here can be applied to all other StarOffice applications as well.

### Using the Clipboard

In the **EDIT** menu you will find the functions **COPY**, **CUT** and **PASTE**. You could use these functions to carry out all necessary editing tasks, however, we will also describe an alternative in the following section.

The basic procedure for carrying out these functions requires a section to be selected and then, using the **EDIT/COPY** function, the data is copied onto a so-called "Clipboard", a special memory space within your operating system. If you want the data to be deleted from the actual position and moved to another, use the **EDIT/CUT** function.

Next, position your cursor in another area of your document, for example, in another spreadsheet, and select the **EDIT/INSERT** function. The data in the Clipboard will then be inserted at the current cursor position.

With the use of the Clipboard, you are able to transfer data between completely different applications. For example, you can place a section of a StarCalc spreadsheet in the Clipboard, and then insert it directly into a StarWriter document.

### Using „Drag & Drop“ or „Drag & Copy“

Sections of a document can also be copied and moved without going through the steps involved in using the Clipboard function. An object can simply be marked, and then using the mouse, moved to another position. This process is known as „Drag & Drop“, whereby, please note that the marked section will be deleted from the original position. If you want to copy the marked section, press the **CTRL** key while dragging the object with the mouse, and release it only after letting go of the mouse button. This copy method is called „Drag & Copy“.

### Entering Data in 3D-Spreadsheets

The next step will be to create tables in the new sheets „Revenue 93“ and „Revenue 92“ with row and column labels and a layout format, which match the format of the "Revenue 94" sheet.

Since the revenue totals for the years 93 and 92 will be entered in the new tables, it is first necessary to copy the existing table layout from the "Revenue 94" sheet into the new spreadsheets, using the advanced „Drag & Drop“ and „Drag & Copy“ methods.

- ☐ Activate the „Revenue 94“ sheet by clicking on the respective sheet tab.
- ☐ Select the entire table, except for the actual title, corresponding to the area B4:F16.
- ☐ Click in the marked area and keep the button pressed until the entire copy process is ended.
- ☐ After resting about 1 second in this position, move your mouse slowly downwards, until a small rectangle appears next to your mouse pointer, representing a "Drag & Drop" cursor. Additionally, you will see a frame indicating the marked area.
- ☐ Press the **CTRL** key in addition to the mouse button, and another symbol appears next to your mouse pointer. A small „+“ indicates that you are now in the copy mode, known also as „Drag & Copy“.
- ☐ Next, rest your mouse pointer on the sheet tab „Revenue 93“. Note that your document view will begin to shift for a moment.
- ☐ After a brief pause, StarCalc activates the „Revenue 93“ spreadsheet. Move your mouse into the sheet and line up the frame of the marked section so that the upper left corner is positioned in cell B4.

- Finally, let go first of the mouse button, and then the **CTRL** key. The complete table will now appear in the new spreadsheet.

The data has been successfully copied, only the width of the columns has not yet been adjusted to the sheet. In order to correct this, select the „OPTIMIZE WIDTH“ function from the menu command **FORMAT/COLUMN**.

The data has now been copied into the first sheet. Using the same method, copy the data into the „Revenue 92“ sheet.

**Note:** StarCalc does not support multiple selections with the „Drag & Drop“ function; likewise you cannot copy multiple sections with the „Drag & Copy“ function.

The only thing left to do after copying the data is to enter the correct figures for the 1993 and 1992 revenues. Afterwards, you will have a clear overview of your total revenues. When a new year begins, simply insert a new spreadsheet. In this way, you are able to organize 256 years of revenues in one StarCalc document. This should do for the time being...

## Designing 3-D Spreadsheets

In the previous section, you learned how to copy data from one spreadsheet into several others sheets. However, if you wish to create new documents, you should first establish a meaningful structure of organizing your data, and begin by inserting all the necessary sheets. This will save you unnecessary work later, since StarCalc offers several additional methods of editing multiple sheets at the same time.

To continue, activate the „Revenue 94“ sheet in order to apply a uniform title to all of the spreadsheets.

- After activating the „Revenue 94“ spreadsheet, press and hold the **SHIFT** key.
- Click both sheet tabs „Revenue 93“ and „Revenue 92“, then release the **SHIFT** key.

In this way, all 3 spreadsheets are now active, and any changes made in the currently visible sheet will automatically be carried out in the other spreadsheets, as well.

- Activate cell B2 and enter the text „Yearly Revenue Figures“. Confirm the entry with **Enter**.
- Lastly, deactivate the multiple spreadsheet selection. To do this, press the **SHIFT** key and click on the „Revenue 94“ sheet tab.

At this point, you should check to see that all sheets contain the new title. Note that only the text is identical, but the format previously applied to cell B2 did not transfer to the other sheets. However, you can achieve a uniform format by reformatting the text while all three sheets are active.

## Calculations in Multiple Spreadsheets

Finally, we will briefly illustrate how to carry out calculations in multiple spreadsheets.

- Insert a new sheet named „Total“ into your document, using the `APPEND` function from the context menu to place the new spreadsheet behind the other sheets.
- Activate cell B5 in the new sheet „Total“, and click the Sum icon in the formula bar.
- Switch to the „Revenue 94“ sheet and click on cell B5.
- Press and hold the **CTRL** key. Activate both the „Revenue 93“ and „Revenue 92“ sheets, one after the other, clicking cell B5 in of each of the spreadsheets.
- Finally, release the **CTRL** key and confirm the entry with the Accept icon in the formula bar, or by pressing the **Enter** key.

The result shows the sum of the January revenues for the „Standard“ category for all three years. If you now place your mouse in the lower right corner of cell B5, and drag the red selection frame first down, and then click the marked section and drag the frame across the rest of the data area, you can quickly obtain the totals of the other months and categories.

This concludes the introduction to 3-D Spreadsheets. You should now have sufficient command of the fundamental tools to further explore the 3-D spreadsheet functions.

## The Function AutoPilot

The last section of the StarCalc introduction deals with the Function Autopilot. To best illustrate how this function works, we will present a short example.

The Function Autopilot simplifies not only the calculation of revenue figures, but also statistical data, logical comparisons and financial calculations.

Specific use of the spreadsheet functions enable you to solve professionally formulated tasks be it in business, mathematics, statistic or other fields.

The `FUNCTION AUTOPILOT` is an immense calculation tool, which provides you with a wide selection of functions arranged in ten categories. Further, the integrated database function enables you to work with StarCalc data as within a database. The following pages will illustrate the selection of functions with the aid of the `FUNCTION AUTOPILOT`.

One function within the Function Autopilot which you have already been introduced to is the Sum function. The sum function, a mathematical function within the Autopilot, can be easily accessed by the Sum icon in the formula bar.

Another important function in the Autopilot is the Average function, which calculates the statistical mean of a data series.

Follow the procedure explained below to calculate the average monthly turnover of the first room category in our example for the year 1994. The average turnover should be inserted in row 20 below the revenue totals.

- ☐ Activate cell B20 of the „Revenue 94“ sheet.
- ☐ Select the command FUNCTION from the INSERT menu, or click on the FUNCTION AUTOPILOT icon in the formula bar.
- ☐ A dialog box appears, to introduce Step 1 of 2 in the Function Autopilot.



The FUNCTION AUTOPILOT contains the following elements: two list fields, a brief description of the selected function, a check box for a matrix calculation, and the normal control buttons at the bottom right. In the first list field, categories can be selected, from which you can then select one of several related functions. A short description of the selected function is displayed below the list fields. The buttons serve to control the selection and definition of the selected functions. With [BACK] and [CONTINUE] you are able to move to the previous or next page of the Function Autopilot. [CANCEL] discontinues the function, whereas [FINISH] applies the generated function in the respective cell and closes the dialog.

- ☐ Select STATISTIC from the CATEGORY list field with a mouse-click. Note that the functions in the right list field change, now displaying only statistical functions.
- ☐ Select the statistical function AVERAGE. To view the entire list, use the vertical scroll bar. You can also enter the first letter of the function you are searching for in order to get to the respective area of the list much faster.
- ☐ Click [CONTINUE], to go on to Step 2 of the FUNCTION AUTOPILOT.

In the second step, insert an argument(s) as follows:

- ☐ In Step 2 of the Function Autopilot the input field "NUMBER 1" is currently active.
- ☐ Without closing the dialog box, click on Cell B5 in your table. Move the dialog to the side, if necessary, by dragging the title bar.
- ☐ The reference of the selected cell will automatically be inserted in the input field NUMBER 1, and the selected cell will be displayed with a red frame.
- ☐ Drag the selection frame down to include all cells to B16 in your selection.

- Note that the range reference in the input field `NUMBER 1` automatically changes while the area is being selected from the spreadsheet.

In the display field at the upper right of the dialog box `STEP 2`, you can see a preview of the result, in this case, the average calculation.

**Note:** When you apply an argument to a selected function, it always refers to an area of the spreadsheet from which the data is taken. Depending on the selected function, different amounts of arguments may be necessary. In the individual input fields, you can enter either a number or a cell/area reference.

- Click `[FINISH]`, to execute the calculation of the data series using the average function.
- The result of the average function will be inserted in the active cell, `B20`.

**Note:** The result of an average calculation is displayed without the currency format. Click the `CURRENCY FORMAT` icon in the toolbar to format the result as such.

From this brief introduction to the Function Autopilot, you will now have some idea of the enormous range of functions available to you. Take some time to try out some of the additional functions on your own.

This explanation concludes the introduction to StarCalc. The final application, StarDraw, will be introduced in the next chapter. StarDraw is an object-oriented graphic as well as presentation program.

# StarDraw

In this chapter, you will be introduced to the most important elements and possibilities within StarDraw, a vector-oriented draw and presentation program. StarDraw is especially easy to use, so that after this introduction you will be able to create even complex presentations and graphics.

## Fundamental Principles

StarDraw contains a few additional functions, which you have not been acquainted with in StarWriter and StarCalc. At this point, we will briefly introduce these elements.

## Special features of StarDraw

Directly after starting the application, StarDraw opens a new document so that you can immediately begin with a new graphic or presentation. The creation of a new document begins exactly as in other StarOffice programs, offering you a choice of a document template and an Auto-Layout. The menu command FILE/NEW opens two successive dialogs. The first dialog presents a selection of document templates, as in StarWriter. The second dialog enables you to choose an Auto-Layout, offering a selection of the most common presentation layouts. The advantage of this feature is that you don't have to be concerned with the correct positioning of texts and graphics, since the exact positions have already been set with the use of placeholders. In addition, you are able to directly enter a name for the new page.

Especially for the creation of presentation pages, or „slides“, the preset page layouts save you a lot of time and effort. Leave the basic elements to StarDraw, and simply fill in your individual contents. This concept is very similar to the document template concept, except that the preset Layouts cannot be modified.

To illustrate working with normal graphic documents, you will need only one page; no name is necessary. Since we will be exploring the draw functions using a blank document, and not utilizing the StarDraw Auto Layout feature, accept the preset page option „Blank“, by simply confirming with [OK].

## How to deactivate the Start Dialog

Especially users who are new to StarDraw often wish to use blank documents to explore the various features independently. In this case, the start dialogs can be more of a hindrance than help, since the confirmations take unnecessary time. Therefore, StarDraw offers the option of bypassing the start dialogs. StarDraw then automatically inserts a new blank page, without basing it on a template, as long as the standard template settings have not been changed. Please proceed as follows to deactivate the start dialog display after beginning StarDraw.



- Select the menu command **OPTIONS** from the **TOOLS** menu. Click on **VIEW**, to switch to the respective register.
- Under **PROGRAM START** you will see two check boxes for defining which of the two start dialogs, **SELECT PRESENTATION STYLE** and **SELECT PRESENTATION LAYOUT**, should be displayed immediately after starting the application. Click on the respective box to place a checkmark, indicating the selected option. Click the box once again to deactivate the option. In this manner, you are able to individually configure the application start.
- Finally, click **[Ok]** to confirm and close the dialog. You must end StarDraw and restart the application in order to activate the new settings.

In the View dialog, you can also tailor other various settings to your specific needs. This is not only possible in StarDraw; display customizations can be made in StarWriter and StarCalc as well.

## The StarDraw User Interface

In the middle of the screen you will see an area representing a „piece of paper“ on which you will later be able to draw or insert objects. „Drawing“ in StarDraw actually refers to the placement of objects such as circles, rectangles or lines on your page.

An important new element in StarDraw is the Toolbar, located at the left margin of the window. Naturally, the toolbar can be freely positioned, as with all function bars in StarOffice. The Toolbar contains all icons necessary for creating or editing individual graphic objects. In order to draw a certain object, select it from the toolbar, indicating the draw function you wish to apply.

If you want to know which function each icon represents, rest your mouse on an icon until a help text appears, describing the tool.

You should be familiar already with the other elements of the screen, therefore, we will not go into detail here. Please refer to the chapters „Introduction“ and „Introduction to StarOffice“ for further information.

## Defining the Paper Format

Before actually beginning to draw, we will explain how to define and modify the paper format.

From the **FORMAT** menu, select the entry **PAGE**. StarDraw then opens a dialog in which you are able to define the necessary page settings.

- Under **MARGINS**, you can define the area of the page to be printed. To ensure that your graphic appears correct, not only on the screen but also when printed, do not set the margins smaller than recommended in your printer documentation.

- ☐ Under **PAPER FORMAT** you can define the paper size and page orientation. For the following example, please leave these settings unchanged.
- ☐ Confirm the margin settings and the page alignment with [Ok].

## Simple Graphic Elements

In this section, you will be introduced to the fundamentals of StarDraw. With the aid of a practice example, you will learn how to create a simple drawing, and how to work with graphic objects. Further practice examples go into more detail in regard to the basic drawing functions, so that after the introduction you should be able to produce your own simple drawings.

### Inserting Draw Objects

Now, after having completed all of the necessary explanations, begin drawing your first object: a traffic light, composed of various graphic objects such as circles and rectangles. Follow the steps below to first create the frame around the traffic light.

**Tip:** Use the vertical ruler at the left margin of the document window, and the horizontal ruler located at the upper margin to aid you in positioning the cross-hair on your page. The position is indicated by a mark on each of the rulers. Additionally, the XY position coordinates will be displayed in the status bar at the bottom of the document window.



- ☐ To draw a rectangle, click on the icon displayed at right. The mouse pointer then changes form, representing a cross symbol.
- ☐ Drag the cross with your mouse until the mark on the vertical ruler is positioned at 1cm, and the horizontal ruler at 3 cm.
- ☐ Click and hold the mouse button, and move the mouse down to the right until the mark on the vertical ruler is at 11 cm and the horizontal mark at 7 cm. Finally, release the mouse button.

With this first action, you have „opened“ a rectangle, as this process is called. The frame for the traffic light is now in place. You will have the opportunity to change the color at a later point. Next, continue by drawing the three lights.

**Note:** Since StarDraw offers only a tool for ellipses, drawing an actual circle without additional aids would be a difficult task. However, with the use of the **SHIFT** key in addition to the ellipse tool, perfect circles can be created. The same method applies, as well, to create squares instead of rectangles using the rectangle tool and the **SHIFT** key simultaneously.



- ☐ Click anywhere outside of the traffic light, to deselect the object.
- ☐ Select the icon displayed at left, the Ellipse tool, from the toolbar. The mouse pointer will then change once again to a cross.
- ☐ Position your mouse in the traffic light at the 2 cm mark on the vertical ruler, and at 4 cm on the horizontal ruler.
- ☐ Press and hold the SHIFT key in order to draw an exact circle.
- ☐ Click and hold the mouse button, dragging your mouse down to the right to the 4 cm mark on the vertical and 6 cm on the horizontal ruler.
- ☐ Release both the mouse button and the SHIFT key.

The first light is now complete. You will not need to draw the other two lights, as the Copy and Paste functions, which you are already familiar with, will now be used to complete the drawing.

### Selecting Objects

An important function in working with various objects is being able to select one or more objects. Following is one method of selecting existing objects.



- ☐ Click on the icon, displayed at left, in the toolbar. The mouse pointer then returns to its normal shape of an arrow.
- ☐ As long as you have only simple object structures, as in this example, you only need to click on any position of the object to select it.
- ☐ It is also possible to position a frame around the object(s) using your mouse. After releasing the mouse button, all objects within the frame will be selected. Objects which are only partially within the frame will not be included in the selection.
- ☐ Now, please select both of the objects you have drawn. If you place a selection frame around the entire traffic light, both objects will be selected. You can check whether they are actually selected by clicking a marked object and attempting to move it.
- ☐ Finally, move the object back to the original position to continue with the next activity.

When you select an object, it is displayed within a rectangular frame with eight „handles“, which help you to change the size of an object.

- ☐ The four handles in the corners enable you to enlarge or reduce an object horizontally and vertically at the same time. By pressing the SHIFT key in addition to the mouse button, you can ensure that proportions of the object remain intact.
- ☐ The side handles make it possible to enlarge or reduce an object in one direction, either horizontally or vertically, depending on which handle you drag.

### Copying and Duplicating Objects

To begin creation of the second traffic light in our example, we will use the above-mentioned Copy and Paste. functions.

- ☐ Select the first light, and from the Edit menu choose the menu command Copy. This copies the object into the clipboard.
- ☐ Then, select the command Edit/Paste, and a second circle will appear, however, not in the desired position.
- ☐ Select the new circle with your mouse and drag it below the first traffic light, lining up the upper left corner at 5cm vertically and 4cm horizontally on the rulers.

For the third and last light, we will introduce a special feature of StarDraw, which reduces the amount of time and effort needed even more.

- ☐ Select the lower circle, which will later become the yellow traffic light.
- ☐ From the Edit menu, choose the command Duplicate .
- ☐ In the duplicate dialog, which then appears, you can define various settings, such as the number of copies to be created. For this example, leave the number at 1.
- ☐ Under Placement you can define the how far from the current object the new object should be placed. For the X-Axis choose 0 cm and for the Y-Axis 3 cm. Finally, confirm the dialog with [Ok].

The third light has now been placed in the desired position, as long as you have followed the explanation. All the elements of the traffic light are now complete.

## Formating Objects

Next, we will move on to adding color to the drawing, which appears rather drab at the moment.

Begin by applying the correct color to the traffic lights.

- ☐ Select the top light with your mouse.
- ☐ In the object bar, click on the color list box on the right, where „light gray“ is given as the present color.
- ☐ Choose „Light red“ from the list by clicking on the small arrow, and selecting the desired color with your mouse.
- ☐ The top light is now portrayed with the correct color. Please follow these steps to apply the colors „yellow“ and „green“ to the middle and bottom light.
- ☐ In the last step, apply the color „black“ to the frame of the traffic light.
- ☐ You must admit, our light is slowly but surely beginning to look like an actual traffic light, even if a lower-rate version of the real thing.

## Selecting Multiple Objects

Next, we will apply a different frame to the traffic lights. To avoid having to apply a new format three separate times, first mark all three objects.

- ☐ One option, as mentioned above, is to draw a selection frame around all three objects. Note, however, that the rectangle does not completely fit within this frame.
- ☐ Alternatively, you can mark the objects individually. First, mark the red light using one of the methods described above.
- ☐ Next, press and hold the SHIFT key.
- ☐ Now, with the SHIFT key held, click first in the yellow light, then in the green light, whereby the selection frame expands respectively. Release the SHIFT key and the selection is complete.

After having selected the three desired objects, we will now define a new line style.

- ☐ Click the right mouse button and select the command Line from the context menu.
- ☐ In the line dialog, you are given the opportunity to define various line settings. An often-used option, for example, is to make the lines invisible.
- ☐ For our purposes, change the line color to „gray“ and the width to 0.20 cm. Leave all other settings unchanged at this point, and end the dialog with [Ok].

Now, all three lights have been defined with a visible frame in one simple step. However, if you often use repeating formats, you can also define your own object template with the Designer feature.

## Applying Text to an Object

Assume you want to use your drawing to teach schoolchildren the meaning of the individual traffic lights. In this case, you would need to write the meaning in each of the lights. StarDraw, however, enables you to insert text directly into a drawing. This procedure is explained in the following steps:

- ☐ First, select and double-click the red light.
- ☐ At the blinking cursor, enter the word „STOP“.
- ☐ Click outside of the object to end the entry.

Naturally, you are also able to subsequently edit the text. For this example, please select a different, smaller font. To do this, you must first be in the text input mode. The following steps illustrate the procedure for formatting text.

- ❑ Click on the red light with your mouse. The marked text is indicated by a colored shading. Since text is not a graphic object, the draw tools have now been replaced with the text object bar.
- ❑ In the object bar, select the font „Arial“ from the font style list box.
- ❑ Next, from the list box Font Size, choose „18“ points.
- ❑ Finally, click on the Bold icon in the object bar, and end the input mode as described above.

You may have already noticed that the object has changed in some aspects. Previously, you were able to mark the object with a mouse-click, but now a mouse-click brings you directly into the text input mode. This can be very useful when creating presentations, but for the creation of graphics this function can be a bit of a hindrance. You can still select the object, although you must first draw a selection frame around the object.

Naturally, StarDraw offers you the possibility to choose your preferred settings. To deactivate the „quick text input“ feature, select Options from the Tools menu. Next, click the View register and under Text objects, deactivate the checkbox Quick edit, and confirm the setting with [Ok].

The traffic light is now complete, but feel free to try out some of the other functions or formatting features. In the next section, we will present further possibilities for carrying out more complex tasks.

## Complex Drawings

We will now introduce some of the other object types from the draw toolbar. In this chapter, you will also learn how to enlarge an extract of a graphic, in order to carry out detailed editing. We will also go into the draw object menu in more detail, and explain which options are offered for applying color and line attributes to a picture.

As a practice example, we will create an illustration of a city silhouette at night. This example shows the effect of combining various graphic objects, and applying respective attributes to „build“ complex graphics.

### The Preparation



To follow along with this example, please close the previous document and open a new document. Select the menu command **CLOSE** from the **FILE** menu. If you have not yet saved the document, or have made any changes to the document since the last save, StarDraw will display a dialog, asking if all changes should be saved. If you want to save the changes, confirm the dialog with [YEs], but since we will no longer be using the traffic light example, you do not need to save the document.

Open a new document by clicking on the icon displayed here at left, or alternatively, select the menu command FILE/NEW.

## A City Skyline

To create the first object, a certain attribute setting is required, which applies to all objects directly as they are being drawn. The city skyline is made up of various geometric objects, which will all be made visible, and given a uniform line width of 0.5 mm. Define these settings now, before placing the first object in the draw area.

**Note:** If the object attribute settings should apply to all newly created objects, you cannot have an object marked. Otherwise, the new settings will apply only to the selected object.

In the object bar, set the LINE WIDTH at „0,5 mm“, and for the FILL STYLE choose „invisible“ from the selection list.

Now, draw the foreground, which forms the outline of the houses and buildings against the night sky. This is simply a diverse collection of rectangles, circles, ellipses and any other closed objects spread along the middle of the page. Be aware not to create the objects too large, or the drawing will not appear realistic.

## Working with Object Guides

Especially when working with very exact, or technical drawings, a precise method of alignment is required. Although the use of the mouse enables a fairly exact positioning of objects, if you are aligning several objects to the exact millimeter, it is easier to use the so-called „object guides“ in StarDraw. These lines can be placed either horizontally or vertically on the screen, and are only displayed during the creation of a drawing. The object guides help you as an optical aid, in one regard, but also permit a so-called „Snap“ function, which attaches an object to the guides as long as the mouse pointer and the object are in the vicinity of the guidelines.

At this point, insert a horizontal object guide so that you can utilize this function when drawing your object.

- ☐ To position an object guide, place the mouse pointer on one of the rulers, then click and drag a green dotted line to the desired position on the draw page.
- ☐ If you want to remove the object guides, place your mouse pointer on the guide line, and with the double-sided arrow, click on the line, and drag it back to the ruler.

**Note:** You also have the option of using the context menu to precisely define and position the object guides based on the desired coordinates.

To ensure that all the objects in the example are placed at the bottom of the page, and at the same height, we recommend the use of the object guides.

- ☐ Move the mouse pointer to the horizontal ruler.
- ☐ Hold the mouse button pressed and move the mouse pointer along with the object guide line to the middle of the page. Release the mouse button.

When you draw the first object, the bottom of the object will attach, or snap, to the object guides. This guarantees that all graphic objects are positioned at the same height.

- ☐ To make full use of the object guides, first select the menu command **TOOLS/OPTIONS**.
- ☐ Next, click the **SNAP** register and activate the option **SNAP TO/OBJECT GUIDES**
- ☐ Enter a snap range of 5 pixel in the input field below the snap options.

**Note:** Do not set the snap range too large, otherwise, objects which you want to be aligned elsewhere may snap to the guides as well.

Begin now by drawing the first objects for the skyline. Draw a few fundamental shapes, such as rectangles, which you are already familiar with. Proceed as follows:

Draw a small rectangle in any desired position within the draw area.

Next, activate the selection mode by clicking the respective symbol in the toolbar, and move the object near the object guides. When the object nears the object guides, it will become „captured“ so to speak, and is situated exactly at the position of the object guides.

Copy the rectangle and move it directly next to the first rectangle, by clicking the object with your mouse and dragging it horizontally, while pressing the **CTRL** key.

To change the size of the copied rectangle, keeping the object proportionally intact, drag any of the handles while pressing the **SHIFT** key.

## Changing the Scale

When you attempt to create a rectangle corresponding to the above picture, you will realize that positioning the elements is quite difficult, since the objects must be positioned in a relatively small area. Enlarge the area with the aid of the **Zoom** feature from the zoom toolbox:

From the draw tools, select the **Zoom** icon, displayed at left, and position the Zoom Toolbox anywhere on the screen. To do this, follow these simple steps:

- ☐ Click on the icon, and hold the mouse button pressed.



- Move the mouse pointer, dragging the Toolbox, and release the button at the position in which you want the box to be placed.

Now, with the Toolbox positioned on the screen, you can access the various magnifying functions.

- Click on the ZOOM-IN icon to select the enlarge function.
- Using the selection mode, you are able to specify the area which you want to enlarge. To do this, position your mouse pointer in the upper left corner of the desired area, then click and drag the selection frame to the bottom left corner of the area.
- When you release the mouse, the selected area will be enlarged.
- If you want to return the object to its original size, select the FULL SCREEN icon from the ZOOM toolbox.
- Since you are only able to see a portion of the entire draw area when you are in the zoom mode, use the scroll bars to adjust the view of the extract.

file:///

Up to now, we have worked only with rectangles, but in the following sections you will be introduced to some additional objects in the draw toolbar, in order to create the city for the example skyline.

## Inserting New Objects

Would you like to include domed buildings in your city? No problem! StarDraw offers four powerful tools to help you draw ellipses, circles, ellipse sections and segments. The procedure begins in the same way for all elements:

Select the respective icon from the toolbar. If you are not sure which function is represented by each symbol, rest your mouse on the icon and a small help text will appear, describing the icon.

For our example, please select the ellipse pie tool from the toolbar. The following process is valid for all ellipse or circle draw functions.

Begin with defining an ellipse by dragging the ellipse open, in the same way as a rectangle. The ellipse will then appear within a frame with positioning handles. To carry out this action, place your mouse pointer at the top left of the draw area, and hold the mouse button pressed as you follow the next steps:

- Move the mouse pointer to the lower right corner of the draw area, noting the corresponding changes in the ellipse shape.
- Once you have decided on the final size, release the mouse button. StarDraw now displays a line radius in the ellipse, indicating that the pie segment must be defined.

- Move the mouse pointer - without pressing the button - around the ellipse, and note how the radius line follows the movement. Click on the position where you want the segment to begin. For our example, position the line horizontally and to the right (at 3 o'clock).
- Repeat this step to define the end of the segment, positioning the radius line horizontally left (at 9 o'clock).

You may have trouble creating this shape on the first try, but if you aren't satisfied with your drawing you can begin anew by deleting the object with the **Del** key, and simply draw the ellipse pie segment over.

Assume you want to equip one of the buildings in your city with a satellite disk. It would be possible to draw an ellipse pie so that it portrays a side-view of a satellite disk, but there is an even easier way. We can spare ourselves this process by using a copy of the newly-created dome to build the desired object.

- First we will duplicate the ellipse pie segment and move the copy to one of the buildings. Then simply rotate the ellipse segment until it resembles the side view of a satellite disk. To do this, select the ellipse segment which you have drawn in the previous step, and from the EDIT menu select the command **DUPLICATE**.
- Next, move the ellipse copy to a blank space on the sheet, and reduce the size until the ellipse fits on one of the buildings. Subsequently, to edit the object in more detail, enlarge the area containing the „satellite disk“.

## Rotating Objects

In order to display the satellite disk correctly, you will first have to rotate the current object.

- From the draw tools, select the **ROTATION** icon. You will notice that additional handles appear surrounding the object. The function of the corner handles converts, now enabling you to rotate the object.
- Using your mouse, move towards one of the corners. As you near the corner, the mouse pointer transforms into a rotation symbol. Now, click the corner point, and holding the mouse button, move in a circle around the object. Note how a silhouette of the object follows the movement.
- With this method, you can rotate the object until the satellite disk is positioned at the desired angle on the roof of the building.

Continue in the same way, step for step, to expand your city. Use the functions which you have learned up to now as much as possible. In the end, you should achieve a result similar to the example below:

Since non-illuminated buildings naturally appear black at night, the next step will be to apply the color „black“ to your current silhouette.

- Select all objects in the drawing.
- In the object bar, under FILL STYLE, choose COLOR. In the field to the right, select „Black“ from the list of available colors.

As you can see, the result now resembles a city silhouette much closer. Next, the foreground is very simple to create. You need only position a black rectangle below the object guide line.

## Color Fading

The only thing now missing is a decent background, or rather, a night sky, for our city. A black and white color fading offers the perfect solution, enabling a transition from a pale white at the bottom, becoming darker towards the top of the page, ending in black.

To begin with, a graphic object which can absorb color is required as the basis for a color fading.

Draw a rectangle from the top of the page to the object guide line, in the full page width, so that it covers the entire city.

Under fill style, select „Gradient“ from the selection list.

In the field to the right, select the first entry in the list, a linear black-white fade, which is ideal for our purposes. The result should appear immediately.

The result is, however, not completely satisfactory. Not only is the city no longer visible, the color fade itself also looks relatively unnatural. If you regard a city at night, you will see a dome of light over the city. In our city, however, the fading appears only as a straight line, which we will now modify. Then, we will come back to the problem of not being able to see the city silhouette.

The rectangle drawn in the last step is currently still selected.

Open the context menu of the selected object by clicking the right mouse button.

- In the context menu, select the FILL command. StarDraw will then display an Object Fill dialog, in which you can define the attributes of the object area, as well as „invent“ new ones.
- Click the GRADIENTS register. StarDraw offers a variety of fade forms, divided into two basic categories: Linear fades and Radial Fades.

- In our example, a fade in the form of half-ellipse (as a dome), is needed. As a TYPE option, StarDraw offers the „Ellipsoid“ form, which is ideal for our example and only needs to be adjusted based on various definitions.
- From the TYPE selection list, choose the option „Ellipsoid“. You can now access the fields CENTER X and CENTER Y, with which you can define the center of the fade.
- Using the arrow keys next to the input fields set the fading to 50% (CENTER X) and 85% (CENTER Y). In the preview window, you will see that the fading now appears as a dome of light.
- When you click [Ok] to end the dialog, StarDraw applies the defined gradient style to the rectangle.

## The Arrangement of Objects

The only remaining problem is that the rectangle containing the color fade obscures the city silhouette. When you place graphic objects in StarDraw, they can overlap each other, as in this case. Existing objects are thus covered, or hidden, by subsequently drawn objects. However, this can be modified afterwards, by instructing StarDraw to alter the so-called „Object hierarchy“, the order of arrangement when drawing objects. For example, if you place an object at the front of the hierarchy, it becomes visible, overlaying other objects. If you place it at the back, it will be partially or completely hidden by the other objects.

There are two possible options for our example. Either select the objects within the city silhouette and place them in the foreground, which can be time-consuming, or choose the other possibility of placing the „sky“, the color fade object, in the background. The result, however, is identical.

In your example, select the sky, the object to be placed in the background, by clicking on it.

From the context menu, select the command ARRANGE. This menu contains a sub-menu, from which you can arrange the selected objects.

Select the option SEND TO BACK, to arrange the selected object behind all other existing objects.

## Summary

With this brief introduction, we have now described many important draw elements, and provided you with a basis of knowledge, so that you should now be able to let your creativity run its course and create your own various drawings.

# Creating Presentations

In this final section of the StarDraw Chapter, you will be introduced to the Presentation Autopilot, with the aid of which you can comfortably and easily create multiple-slide presentations.

## Creating Presentation Templates

Begin the AutoPilot by selecting the AUTOPILOT command from the FILE menu. The Autopilot leads you through four steps to prepare a multiple page presentation template, where you can later enter your individual text. The graphic design and layout preparation is managed completely by the Presentation Autopilot.

After confirming the introduction page with [NEXT], you will access a dialog where you can make notes for your presentation. After completing the presentation template, the notes are entered in the respective positions, to aid you in the textual arrangement of your presentation.

In the three text fields, enter the most important facts of your presentation. For example, use Luxotel as the company name, a business report as the topic, and the revenue table created in StarCalc for the third field "Further ideas to be presented". Enter "1994 Revenues" here, as the title.

Use [NEXT] to go to the next page of the Autopilot. A dialog will appear in which you can select the type of presentation to be created. For the Luxotel example, select the option "Creation of a Report". Now, move to the next page of the Autopilot again with [NEXT].

Here you will be able to select the type of layout and the define the length of the presentation. In the PRESENTATION DESIGN selection field, click the option "Professional" and for the ESTIMATED LENGTH OF PRESENTATION, select the option "less than 30 minutes".

You may wonder, why not simply enter the number of slides for your presentation rather than the approximate length? The reason is that, depending on the presentation length, not only does the number of automatically-created slides vary, but also their order and contents. The conception of the slides, especially, has a strong impact on the length of the presentation, which you will be accompanying after all, with the individually created presentation slides.

Advance forward by clicking again on [NEXT]. In the final entry dialog of the Autopilot, the page format of the slides can be defined. You have the choice of paper, overheads, or slides. A technical description of each of the options will be displayed at the bottom of the dialog window. Try out each of the options to preview the different formats. Then, click on PAPER, since you would later print and distribute handouts of your report. Confirm the last dialog with [NEXT].

You have now come to the end of the Presentation Autopilot. When you click on [CREATE], the presentation will be generated according to your wishes, based on the

information you have given. Next, you will see how to edit the automatically generated presentation templates and complete them for your presentation.

## Editing a Presentation

In the draw area of your screen, the title page of your presentation is currently displayed. At the bottom of the page, next to the horizontal scroll bar, are several tab sheets which, as in StarCalc, have the function of switching between the individual pages, or slides. Click each of the tabs, to view your newly created slides.

- ☐ Return now to the title page and begin by changing the format of the existing title. To do this, select the text and apply a larger and bolder font using the **FORMAT/FONT** menu command.
- ☐ Now center the text in the middle of the page, by clicking on the respective icon.

If you wish, you may also position a graphic on the title page as a logo. Otherwise, the title page is now complete.

Next, switch to the slide, "Definition of Topic". We will now complete the bullet list, and create a hierarchical outline.

- ☐ Click on the text in the top line, and replace the existing text with "Luxotel - 1994 Revenues". When you press **Return**, a new line will be inserted into your bullet list. In this function, Star Draw is identical to StarWriter.
- ☐ In the new line, type "94 Profits" and in another new line insert "94 Costs".
- ☐ Remove the last line by placing the cursor directly after the text "94 Costs", and delete the rest of the text to the end of the page using the **Del** key.

At this point, all three lines are positioned directly above the other, and it is not clear that "94 Profits" and "94 Costs" are sub-points of "Luxotel - 1994 Revenues". To display the hierarchical order, indent both sub-entries by clicking anywhere in the respective line and press **Tab**. Note that the entire sub-entry is indented, and the character formatting is also automatically adapted to the hierarchical order. Proceed in the same manner with the second sub-point. If a point is indented to far, press the **Shift** key in addition to the **Tab** key, and the selected point will be repositioned one level higher in the respective hierarchy.

The first slide is now complete. You can continue now to edit the other slides according to your own needs or wishes. You may choose to create explanatory illustrations or expand the existing slide text, or from the **INSERT** menu, you can insert graphics or other objects in your presentation. When you have completed the entire presentation, you can view the slides using the Slide Sorter, accessible by pressing **F5** or from the menu **VIEW/SLIDES**. The slide sorter enables you to use the Drag & Drop function to sort the slides in the desired order, and then view the presentation.

To view the final presentation, select **START PRESENTATION** from the **VIEW** menu. A dialog will appear, which offers a few self-explanatory options before running the presentation slide show. Decide on any options you would like to include, or accept the standard settings by clicking on **[OK]**. Your presentation will then be displayed.

This brings us to the end of the StarDraw Chapter. You have now been introduced to the basic functions of the StarDraw graphic and presentation program, which create the foundation for creating your own, more complex presentations and graphics.

# Conclusion

In the previous chapters you were given a brief introduction to the Staroffice applications, whereby each of the chapters expanded on the knowledge gained from prior chapters. You should now be able to use StarOffice to manage many of your routine, daily tasks, and have the necessary amount of knowledge to understand the general operating philosophy of StarOffice. Based on the StarOffice integration concept, many identical functions are found in each of the applications, which makes it easier for you to utilize the various functions in the individual programs even if they were not explicitly explained in this introduction. If you should come across additional issues, which were not addressed in this guide, simply experiment with the various functions and features based on your individual needs. All in all, the best way to learn an application is from your own personal experiences.

We wish you a lot of fun and success in your work with StarOffice.



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